



Institutional Giving Coordinator Job Description

POSITION SUMMARY:

Under the supervision of the Director of Institutional Giving and working closely with the Chief Development Officer, the Institutional Giving Coordinator is responsible for contributing to the organization's efforts to raise approximately \$3 million (of an approximately \$6.3 million annual organizational budget) from private foundations and corporations.

This full-time non-exempt position is responsible for supporting the organization's institutional fundraising program through administrative functions and by researching prospects, developing proposals and reports, drafting correspondence, keeping accurate records, and tracking deadlines.

The ideal candidate is a strong and compelling writer who possesses excellent organizational skills and is meticulous with details, follow-up, and managing multiple deadlines and priorities. The position will interact with the executive team, and finance and program staff to shape and articulate the work of the Alliance into successful grant proposals and reports.

ABOUT THE ALLIANCE:

The Alliance for Children's Rights protects the rights of children in poverty as well as those overcoming abuse and neglect by delivering free legal services, supportive programs, and systemic solutions. Our lawyers, advocates and social workers, together with hundreds of pro bono attorneys and community volunteers, ensure that children and youth who are in the child welfare system to have safe, stable homes and can access the education, healthcare, and financial supports that they need. Since 1992, we have served over 150,000 children and young adults in Los Angeles County.

Charity Navigator has awarded the Alliance its highest 4-star rating for the past nine years in a row. This puts the Alliance in the top 2% of charities in the U.S. rated by Charity Navigator. The 4-star rating reflects the Alliance's sound fiscal management and commitment to accountability and transparency. The Alliance is well known in the child welfare community for its knowledge, expertise, and accomplishments.

ESSENTIAL RESPONSIBILITIES:

- Drafts and prepares compelling letters of inquiry, memorandums of understanding, proposals, and stewardship reports to institutional funders and prospects
- Assists with soliciting and incorporating information and feedback from program staff and synthesizing edits
- Collects/prepares supplementary materials for proposals and reports
- Prepares correspondence for executive level staff and program directors
- Supports cultivation and stewardship efforts, including drafting compelling stories and updates
- Maintains login information for grant portals
- Prepares thank you/acknowledgement letters and ensures timely and accurate acknowledgment of all awards
- Proofreads, as assigned
- Prospects new grant opportunities as assigned using databases, Google searches, and funding newsletters



- Identifies prospects and research leads provided by other parties (Board, Development Committee, CEO, CDO, Development team, etc.)
- Organizes, updates, and maintains Grants Tracking Systems and donor records (hard copy and Raiser's Edge files)
- Prepares for site visits and funder meetings including scheduling, catering, drafting briefing materials and agendas
- Schedules and helps facilitate internal strategy meetings
- Schedules phone calls and meetings with institutional donors and prospects
- Provides support for special events
- Attends meetings and calls, as assigned
- Supports development team during periods of high volume
- Performs other duties, as assigned

QUALIFICATIONS:

Excellent written and verbal communication skills are required. 1-3 years of experience as a grant writer or journalist preferred. Bachelor's degree preferred. Must be a top-notch writer who is detail-oriented, has good organizational and computer skills, is a team player with an ability to communicate effectively. Strong project management skills. Demonstrated capacity to frame complex situations and present options. Enjoys working independently and as part of a team. Proficiency with Microsoft Office Suite (Word, Excel, Outlook) required. Knowledge of and skill in working with a Raiser's Edge or other donor database highly preferred.

The Alliance for Children's Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, gender, national origin, ancestry, age, disability, or marital status.

The above statements are of a general nature and are intended to describe level of work being performed by people assigned to comparable positions. It is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

The Alliance for Children's Rights offers a competitive salary and a generous benefits package. For more information about the Alliance visit: kids-alliance.org.

TO APPLY: Submit resume and cover letter to: info@kids-alliance.org