



## Job Description / Announcement

**POSITION TITLE:** Director of Institutional Giving

**RESPONSIBLE TO:** Chief Development Officer (CDO)

**LOCATION:** New York Headquarters

**Departmental Role:** To raise funds to support the work and mission of Girls Inc.

**Background:** Girls Incorporated® is a nonprofit organization that inspires all girls to be strong, smart, and bold<sup>SM</sup>. With local roots dating to 1864 and national status since 1945, Girls Inc. has responded to the changing needs of girls through research-based programs and public education efforts that empower girls to understand, value, and assert their rights. In 2007, Girls Inc. reached over 900,000 girls through Girls Inc. affiliates, our website, and educational publications.

**Summary:** To provide leadership and direction to the grants planning process within Girls Incorporated and to coordinate the restricted fund development and grant seeking/management efforts throughout the organization. To assist in the cultivation and maintenance of key relationships with institutional donors.

### Responsibilities:

- Support the CDO in the creation of a comprehensive fundraising plan for Girls Incorporated.
- Work closely with the CDO to organize and administer a comprehensive restricted income program and grants management system.
- Maintain ongoing contact with Pres/CEO, CDO, COO and all members of the Management Team in order to collaborate to formulate organization wide initiatives and restricted fundraising strategies.
- Produce grant proposals and reports, and to ensure that grant award conditions are met.
- Work with the CDO to provide restricted income consultation and support as appropriate to the National Board's Fiscal Oversight Committee and the Philanthropic Development Committee.
- Work with Pres/CEO, CDO, COO and Management Team to maintain significant and important contacts with major foundations, corporations, consultants, government officials and other-business-related parties to advance the reputation and fundraising success of Girls Inc.
- Build and maintain effective working relationships with key staff in all departments in order to be aware of their program priorities, funding needs and interests, maximizing joint fundraising potential; and helping to nurture relationships between Girls Inc. staff and foundation, corporate and government program officers.

- Work closely with the CDO and Director of Communications to effectively integrate and communicate all fund raising strategies, both internally and externally.
- Manage and coordinate institutional prospect research across all departments, the grant management and reporting functions, supervising the position of Associate Director of IG, IG Assistant, and others as appropriate.
- Serve as a clearinghouse for program/RFP announcements from various potential funding sources; and serve as the initial point of contact and information on all Girls Inc. staff planning to prepare funding proposals.
- Perform and oversee a variety of writing and communications tasks in support of the grants planning and management process including: preparing correspondence for a variety of internal/external audiences; writing reports or position papers for Pres/ CEO, CDO and Management Team; and writing grant proposals.
- Develop and manage institutional advancement budgets and provide support in collaboration with the CDO to organization wide financial planning and fund development processes. Provide temporarily restricted income projections and monitor performance against established goals.
- Report progress in fulfilling annual and strategic goals, strategies and objectives; submit quarterly work plans and reports to CDO.
- **Supervision:** Supervise IG staff, including Associate Director of IG, IG Assistant, and appropriate consultants.

### **Qualifications:**

Ten or more years of fund development, leadership and administration; demonstrated experience in senior level strategic planning, project leadership and financial management. Track record in developing, leading and implementing organization wide projects with staff, trustees and consultants.

Superior interpersonal, writing and public speaking skills, ability to lead and build teams and inspire others' performance; knowledge of new and emerging social sector and nonprofit development trends; ability to work as a member of the Development Dept and other strategic teams.

### **HOW TO APPLY:**

Competitive salary and benefits package. Qualified candidates should send resume with cover letter and salary range/requirements to:

Girls Inc.  
 ATTN: "Inst Giving" Job (include in email subject line)  
 120 Wall Street, 3rd floor  
 New York, NY 10005  
 Or email (preferred) to: [jobs@girlsinc.org](mailto:jobs@girlsinc.org)

**No calls, please.**

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