

Position: Girls Inc. Associate Director of Institutional Giving

Location: New York, New York (Hybrid position requiring work from our Lower Manhattan office at least twice weekly)

The Institutional Giving team is responsible for securing revenue from institutional donors including corporate foundations, institutions and government entities and managing these relationships. The team works across departments to create strategies for effectively deploying restricted revenue. Girls Inc. is seeking an **experienced grant writer with superior collaboration skills** to join the team as an **Associate Director of Institutional Giving**.

Responsibilities:

- **Produce compelling top-level funding proposals that link funder priorities with Girls Inc. goals and initiatives. Ensure that proposal materials meet funder criteria, are persuasive, accurate, well targeted, and meet funder deadlines.**
- With the Director of Institutional Giving and, the Assistant Director of Institutional Giving, set and raise the organization's annual institutional giving budget from foundation, corporate, and government sources.
- Manage, solicit, cultivate, and steward a portfolio of funders, prospects, and suspects with the capacity to donate six and seven figure gifts.
- Ensure effective and timely communication of proposal requirements, eligibility, restrictions, proposal and reporting deadlines, and other pertinent information with the Director of Institutional Giving and CDO.
- Collaborate effectively with other departments and Girls Inc. affiliates to ensure that organizational strategies are funded and implemented effectively.
- Ensure timely coordination of deliverables and reports for funders.
- Assist with grant budgets and budget justifications. Assist in monitoring grant expenditures in conjunction with Finance Department.
- Prepare letters of inquiry to potential funding sources and collaborating sources, and letters of support/commitment for grant applications.
- Formulate, implement, and recommend short-term and multi-year fundraising plans for foundation, government, and corporate sources.
- Develop and steward long-term relationships with grantors and potential grantors.

Qualifications:

- Minimum three (3) years of successful corporate, foundation, and government relations experience, including grant writing, with a demonstrated ability to write compelling and strategic letters of inquiry, funding proposals, and grant reports.

- Superior collaboration, communication, and relationship building skills, demonstrated by an ability to work in partnership with a wide range of constituents including funders, colleagues, and Girls Inc. affiliate executives.
- Disposition for project management abilities including the ability to create new processes.
- Entrepreneurial approach and self-starter attitude, with a proven track record of securing increased and new institutional grants of \$250,000 or more.
- Demonstrated knowledge of foundation and corporate funding communities, and success in building long-term relationships that lead to larger grants.
- Demonstrated success identifying and qualifying new institutional prospects.
- Willingness to travel periodically (including staffing the CEO, COO and CDO) with occasional evening and weekend work required.
- Bachelor's degree required.

How to Apply:

Interested applicants should send a **resume and cover letter** to: humanresources@girlsinc.org

A writing sample will be requested during the interview process.

Salary range: \$80,000 to \$85,000 (commensurate with experience).

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.

Revised 1/23.