TITLE: Manager of Institutional Giving
DEPARTMENT: Development
REPORTS TO: Vice President of Philanthropy

PRIMARY PURPOSE FOR THE POSITION:
Big Brothers Big Sisters of New York City (BBBS of NYC) recently launched its new five-year strategic plan, which seeks to deepen the impact of its youth mentoring programs for New York City’s disadvantaged, at-risk youth (ages 7-18). BBBS of NYC is looking to hire a Senior/Manager of Institutional Giving to assist the Vice President of Philanthropy in managing the day-to-day fundraising activities of the organization as it looks to grow its foundation donor portfolio. The ideal candidate will have the ability to think programmatically and translate program strategy frameworks into compelling proposals and impact reports for institutional funders. This is a great opportunity for an individual with programmatic and writing experience looking to manage a portfolio of institutional donors at the four to five-figure level, and as well as gain experience in managing government contracts (federal, state, and city).

PRIMARY RESPONSIBILITIES:
Proposal Development and Grant Writing
• Work with Program and Quality Assurance to write grant proposals and impact reports, and with Finance to develop program budgets and budget reports.
• Work with Program, Finance, and Quality Assurance to gather data, information, and supporting documentation required to prepare and submit funding requests and grant reports.

Prospect Research
• Conduct prospect research to identify new foundation and government funding opportunities that align with the organization’s mission, initiatives, and programs.

Grants Management
• Track and manage all proposal/reporting deadlines, submissions, and status updates within Raiser’s Edge.
• Inform relevant staff of awarded foundation grants or government contracts, deliverables, and reporting requirements and deadlines.
• Manage and draft acknowledgments when grants are awarded, and funding is received.

Other
• Develop an in-depth understanding of BBBS of NYC’s strategic plan, initiatives, and programs.
• Stay informed of current issues and trends in mentoring, youth services, and philanthropy.
• Perform other duties as assigned.

REQUIREMENTS:
• Bachelor’s Degree with 4-5 years of grant writing experience required, preferably in the social service sector; prior program and/or youth mentoring/development experience a plus.
• Must be a strong writer with proven ability to develop high-level, compelling proposals with a theory of change lens; ability to quickly synthesize complex ideas and align them with funder priorities.
• Detailed oriented with strong project management skills in planning, prioritizing, and coordinating multiple projects simultaneously while meeting deadlines in a fast-paced environment. Must be flexible and open to changing needs and priorities.
• Experience and comfort with budgets and quantitative data is preferred.
• Experience with government contracting processes and various funding streams (federal, state, city) is preferred.
• Excellent research, analytical, communications, and customer service skills.
• High level of confidence and ability to work independently as well as within a team structure; proven ability to work well with diverse groups of people in different departments and functions.
• Proficiency in Microsoft Office and Raiser’s Edge (or similar donor relations database system).

HOW TO APPLY:
Please submit a cover letter highlighting your major achievements relevant to this position, a resume, and writing sample (no more than 5 pages) to bbbsresume@bigsny.org. Please include
“Manager of Institutional Giving” in the subject line. **Applications without a cover letter and writing sample will NOT be reviewed.** BBBS of NYC is an Equal Opportunity Employer and strongly encourages women, people of color, LGBTQ+, persons with disabilities, and immigrants to apply. No phone calls please.