



JOB DESCRIPTION

Position: Manager of Institutional and Major Gifts
Reports to: Chief Officer for External Relations and Advancement

Responsibilities:

- Work with Executive Director and Chief Officer for External Relations and Advancement to develop effective strategies: to expand and enhance foundation and corporate relationships; to solicit, retain and upgrade individual major donors at and above \$2,500 annual giving level; and to diversify and increase funding base.
- Schedule and make arrangements for CEO/COERA outreach to current and prospective donors and institutional funders, including telephone calls, breakfasts/lunches and other meetings, on and off-site.
- Research suitable funders, conceptualize and draft proposals; guide solicitation process internally and externally. Monitor proposal deadlines, prioritize opportunities. Establish and attain goals for such fundraising, to support the organization's ongoing needs.
- Communicate directly with donors and potential donors, and facilitate discussions with CEO, COERA and/or members of the BCS Board of Directors. Keep major donors and institutional supporters informed and involved written and oral communications. Conduct tours/site visits; coordinate personal contacts to initiate and strengthen cultivation and fundraising. Advise key staff on institutional funders' areas of interest.
- Become knowledgeable on BCS programs and initiatives, and monitor trends in subject matter areas for potential program growth. Work closely with program leaders/staff to coordinate input and materials needed to attract major donors and/or to submit feasible proposals to institutional funders.
- Maintain detailed records of solicitation activities. Assist with all required tracking and reporting of major gifts and institutional gifts/sponsorships, including annual report and other acknowledgments.
- Build and maintain funding pipeline/reporting calendar; maintain a high quality stewardship process for existing major donors and institutional funders and all active prospects.
- Manage portfolio of major/institutional donors, to cultivate/solicit renewals, sponsorships and tickets to gala and special events. Launch/cultivate planned giving program, and help enhance house party program.
- Work with donors individually to help them complete major gifts, pledges and planned gifts which meet donors' charitable giving objectives and supports BCS' mission.
- Represent the agency with external stakeholders, in meetings and public events. Participate in and support in other organizational meetings and activities as assigned.

Qualifications:

- Bachelor's Degree, along with proven writing, oral presentation, editing and organizational skills, required.
- At least five (5) years of experience in philanthropic proposal-writing required; experience in human services sector (fundraising or programmatic) and/or in Brooklyn-based fundraising a plus. Must be able to present organizational and programmatic objectives clearly, and to develop persuasive proposals based on conceptual program designs. Must have strong understanding of RFP, proposal and grant reporting process, solid experience developing proposal budgets, drafting grant reports and navigating on-line application processes.
- Candidate must be self-starter, flexible/skilled at multi-tasking, able to work well under pressure, mission-driven, detail-oriented, and able to communicate complex issues clearly and concisely.
- Proficiency in Microsoft Word and Excel required; experience with PowerPoint and Raiser's Edge a plus.