Position Title: Foundations and Corporate Giving Manager  
Supervised By: Executive Director  
Supervises: N/A  
Department: Administration  
Status: Full-time  
Position Description Updated: January, 2020

Summary
The Foundation and Corporate Giving Manager is responsible for managing all aspects of Sarah’s Circle’s private, institutional funding; foundations, religious organizations, corporate and United Way. This includes: writing proposals and LOI’s, maintaining the submission and task schedule, conducting research for relevant funding opportunities, and serving as the primary relationship manager for the agency. The Foundation and Corporate Giving Manager and Executive Director will set the annual stewardship plan for private funders and the Manager will arrange for visits and meetings accordingly.

Responsibilities

Resource Development and Grant Management
- Prospect for grants relevant to Sarah’s Circle from private funders,
- Prepare and submit proposals, LOI’s and reports to all private funder’s per grants calendar.
- Write annual boilerplates as well as tailor materials as needed to ensure consistency with funder’s priorities.
- Write quarterly updates and other communications materials as needed.
- Respond to private funder’s questions and requests as required.
- Ensure accurate data input into agency database.
- Monitor deadlines and create accurate reporting dashboards.
- Create an annual submissions calendar for all private funding requests.
- Manage corporate sponsorship funding including stewardship levels.
- Create an annual stewardship plan for all private funders.

Administrative
- Present to external groups and organizations to promote the mission of Sarah’s Circle.
• Review quarterly program data and write appropriate marketing materials for distribution to all stakeholders.
• Maintain client story bank.
• Maintain Sarah’s Circle profile on Guidestar, Charity Navigator, the Better Business Bureau, and all relevant giving platforms.
• Assist with fundraising events as needed
• Perform other duties, as assigned by supervisor

Other
• Represents Sarah’s Circle in a professional manner
• Protects organization’s values be keeping information confidential
• Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations

Attendance at Required Meetings:
• All Staff Meetings (quarterly)
• Development Committee Meetings as requested
• Development Team Meetings (weekly)
• Supervision Meetings (weekly)
• Impact Board meetings (quarterly)

Attendance required at Events
• Winter Walk
• Beer Fest
• Donor and Volunteer Recognition
• Hot Summer’s Night
• Other events as required

Competencies
• Dependability: able to work independently, submits accurate documentation, and seeks guidance when needed
• Teamwork: establishes collaborative relationships with staff and volunteers, provides leadership when appropriate
• Receptive: accepts feedback, takes ownership of responsibilities, and identifies areas of growth
• Interpersonal Skills: communicates clearly, seeks solutions, and demonstrates flexibility
• Integrity: keeps sensitive information confidential and adheres to personnel policies
• Initiative: brings questions to supervisor and seeks opportunities for further development
Qualifications

Education

- Bachelor’s degree required, Master’s degree preferred

Job Experience

- 2 to 5 years of relevant experience in grant writing and foundation stewardship

Health and Safety Requirements

- Ability to lift approximately 20lbs when receiving food and/or other donations
- Follow Occupational Safety and Health Administration (OSHA) through administrative updates compliant with federal law

___________________________________  ______________________
Staff Signature                                       Date

___________________________________  ______________________
Supervisor Signature                                Date

Note: This job description is not intended to be all inclusive and employee may perform other duties as appropriate.