



Director of Institutional Giving

Reports To:	VP of Development
Department:	Development
FLSA Classification:	Exempt
Salary:	\$108,000-\$115,000
Date Updated:	1/22/24

Job Description

Summary/Objective

This position will be responsible for development, growing, and managing Hanna Center's institutional giving through government grants, foundation support and corporate outreach. The position will be responsible for fostering partnerships with top-level grant finders, corporate leaders, and key personnel.

Principle Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Develops and manages comprehensive five-year institutional giving plan with aggressive but realistic goals, strategies, tactics, metrics, and budget.
- Forges and maintains effective professional relationships with top-level grant funders, corporate leaders, program officers and other key personnel.
- Develops and articulates strong case for support for institutional donors and prospects.
- Aggressively identifies, qualifies, cultivates, solicits, and stewards a wide range of potential and current institutional funding partners, maintaining an active portfolio of 75-100 high value institutional donors and prospects.
- Schedules and supports VP Development, CEO and Board on appropriate cultivation/solicitation visits.
- Works closely with Hanna's marketing and events managers to coordinate corporate/foundation partnership opportunities that may include philanthropy, marketing, public relations, communications, branding, internships, vending relationships and events.
- Works closely with program staff to identify program funding needs and budgeting.
- Drafts proposals, inquiries, reports, and briefings in support of objectives

- Willingly perform other duties as assigned.

Supervisory Responsibilities

- Oversees Grant Writer consultants.

Education and Experience

- Bachelor's degree or a minimum of 5 years verified work related experience.
- A minimum of 5-7 years successful applicable fundraising experience, preferably working with institutional donors or governmental organizations.
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- Proven track record of raising significant private and government grant revenue, personally soliciting \$100K+ foundation, government, and corporate grants.
- Thorough knowledge of and demonstrated proficiency with Foundation Directory, Instrumental, Raiser's Edge, Outlook, Word, Excel, PowerPoint, and other software tools.
- Ability to effectively assess resource needs, manage multiple direct reports and schedules, meet tight deadlines, and perform work punctually and accurately.

Physical Requirements

- This position requires the ability to sit, bend, squat, stoop, and walk-up a flight of stairs and be able to safely lift 50 pounds and carry 20 pounds. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Must have a valid Driver's License and ability to be insured by Company policy.
- Must clear background check for a Community Care Licensed facility, including physical, TB, and drug test.
- Must be 21 years of age or older.
- Hybrid position, with the ability to be on-site a minimum of 4 days a week.

Work Environment

- Typical office environment. Based on business needs, your responsibilities may require offsite meetings, conferences, or training.

Affirmative Action/EEO Statement

Hanna is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Ready to Apply?

Send your resume and cover letter to: jobs@hannacenter.org