



Director of Institutional Giving

FLSA Classification: Exempt

Reports to: Vice President Development

Salary: \$108,000-\$115,000

Date Updated: 5/15/2023

Job Description

Summary/objective

This position will be responsible for developing, 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 funders, corporate leaders, and key personnel.

Essential functions

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
- Oversees the Institutional Giving Manager
- Willingly perform other duties as assigned.

Supervisory responsibilities

Oversees the Institutional Giving Manager any Grant Writer consultants.

Work environment

- Office setting, desk, computer.
- Hybrid Environment

Physical demands

- This position requires the ability to bend, squat, stoop, and walk-up flight of stairs and able to safely lift or carry up to 20 pounds.
- Sit for extended periods of time and the ability to manage repetitive head/wrist movements while using a computer keyboard or/or phone.

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.
- Minimum 5-7 years successful applicable fundraising experience, preferably working with institutional donors or governmental organizations.
- 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.

Additional eligibility requirements

- Must clear background check for a Community Care Licensed facility, including physical, tb and drug test,
- Must have a valid Driver's License and ability to be insured by Company policy.
- Willingness and ability to travel up to 25% of the time.
- Hybrid position, with the ability to be on site a minimum of 3 days a week.

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

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.