



INSTITUTIONAL GIVING MANAGER POSITION SUMMARY

SEPTEMBER 2020

Organizational Background:

My Friend's Place is a nonprofit organization with a mission "to assist and inspire homeless youth to build self-sufficient lives." For the past 32 years, My Friend's Place has operated a drop-in crisis resource center in Hollywood for youth experiencing homelessness ages 12-24 and their children, providing emergency, health, mental health, creative arts, and education & employment services to approximately 1,300 youth and young adults experiencing homelessness annually. Our comprehensive, multi-disciplinary program model is innovative and replicated in drop-in centers locally and nationally. We are a data lead agency committed to continuous learning and development with a strategic focus on applying JEDI (Justice, Equity, Diversity and Inclusion) principles to all aspects of our work.

Job Summary:

Under the supervision of the Director of Development, the Institutional Giving Manager is responsible for the creation, implementation and oversight of the organization's institutional giving strategy (private foundation and corporate), leading stewardship efforts to strengthen existing relationships with foundation and corporate partners and driving efforts to identify, establish and grow new corporate and foundation partnerships to meet the organization's revenue goals.

The Institutional Giving Manager will be an effective relationship builder, creative fundraiser and persuasive storyteller who can bring our work with young people experiencing homelessness to life through compelling proposals, reports and other materials that inspire investment and deep engagement from foundation and corporate partners.

This person will supervise one staff member and, along with their direct report, is responsible for raising approximately \$1.9M annually.



SPECIFIC FUNCTIONS

- Prepares a strategic fundraising plan for the organization's institutional giving program that establishes annual qualitative and quantitative goals, objectives and key accountability measures aimed at growing the number of supporters engaged and the total dollars raised.
- Provides oversight for, and participates in, the crafting of general operating, program and special proposals and reports for private foundations, corporations and major gifts contributors.
- Provides oversight for tracking of institutional giving program activities, including institutional giving calendar and grant acknowledgements, grant agreements, and other contract requirements specified by funders, and provides oversight for tracking of activities including use of donor management system to acknowledge gifts.
- Identifies potential local and national foundation and corporate partners and develops effective strategies for solicitation, engagement, cultivation and stewardship.
- Researches funding patterns and opportunities from various foundation, corporate and government prospects that align with the organization's key service areas and JEDI (Justice, Equity, Diversity and Inclusion) principles and values.
- Collaborates with development and program staff to develop achievable grant activities and accurate budgets.
- Maintains positive relationships with funders and prospects through phone calls, correspondence, meetings, project tours, and other events and/or presentations, as required;
- Collaborates with Director of Development to project foundation and corporate income.

OTHER RESPONSIBILITIES

Program

- Respond to programmatic needs as required (in emergencies, when understaffed, etc.)
- Report on development and cultivate staff engagement at All Staff meetings

PROFESSIONAL ACCOUNTABILITY

Commitment to Core Values

- Commit to uphold the following core values are fundamental to our work together and with the youth: compassion, flexibility, honesty, human worth, integrity, openness, respect, sense



of humor, trust, valuing diversity, and the willingness and courage to engage, address and discuss differences.

- Commit to uphold JEDI (Justice, Equity, Diversity and Inclusion) principles and values.

Dependability / Reliability

- Report to work on time and informs appropriate staff when involved in other duties away from the agency.
- Provide advance notice in a timely manner for all scheduled leave.
- Maintain proper attendance requirements in compliance with agency policies.

Attitude and Flexibility

- Exercise good judgment under various work situations.
- Adapt to changes in agency routines and issues.
- Maintain flexibility in completing tasks as required by the position.
- Exhibit positive daily work attitudes on a consistent basis.

Interpersonal Relations

- Commit to uphold JEDI (Justice, Equity, Diversity and Inclusion) principles and values.
- Create a positive environment for all people in the agency by addressing issues of harassment, discrimination, or lack of respect immediately.
- Continue to pursue the development of cultural humility agency-wide.
- Documents challenging personnel and stakeholder situations in writing.
- Exhibits cooperation and courtesy while creating a positive public image for My Friend's Place and a productive work environment.

Quality / Quantity of Work

- Understand and satisfactorily performs activities as assigned by the Director of Development and Executive Director.
- Ensure that all work is completed to highest quality professional standards.

Professional Leadership

- Maintain a level of professional knowledge so as to function as a resource for all staff, volunteers, and community members for the agency's overall operation.



Experience, Education, & Qualifications

All candidates should have a passion for My Friend's Place mission, demonstrated effectiveness in similar functions, and excellent written, verbal, and interpersonal communication skills. Additional qualifications include:

- Bachelor's degree required, Master's Degree (MSW, MPA, MPP or related) preferred.
- 5-7 years of successful foundation/corporate fundraising experience with a proven track record building and maintaining productive relationships with foundation and/or corporate funders.
- At least 2 years of management experience with a strong track record of results.
- Knowledge of and experience navigating LA's philanthropic community.
- Possess superb writing, research, proofreading, and analytical skills.
- Commitment to JEDI (Justice, Equity, Diversity and Inclusion) principles and values.
- Able to work effectively under pressure and handle competing priorities.
- Independent, results-focused, highly organized self-starter.
- Mature judgment, with a high level of personal and professional integrity and trustworthiness.
- Prior success working closely and building relationships with diverse groups of people.
- Comfortable giving and receiving honest, constructive feedback
- Availability for evening and weekend projects on occasion
- California driver's license, automobile insurance and reliable transportation

Requirements, Terms and Benefits

- Full-time non-exempt status position, occasional weekend and evening hours will be necessary. Benefits include medical and dental insurance, vacation and sick leave, and 403b retirement plan.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential



functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects weighing 25+lbs, and drive

- Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.
- Must submit to and successfully pass a criminal history background check.
- Must have access to adequate transportation and be insurable by the agency's insurance.
- TO APPLY, please email resume, cover letter and salary requirements to:

Susan Zeren Dutra

Director of Development

sdutra@myfriendsplace.org

EQUAL OPPORTUNITY EMPLOYER: My Friend's Place is an Equal Opportunity Employer.

All qualified applicants are encouraged to apply for available employment to ensure our staff reflects the diversity of the young people served by My Friend's Place. Qualified applicants are considered for employment without regard to age, race, color, religion, national or ethnic origin, gender identity and/or expression, sexual orientation, status as a protected veteran, status as an individual with a disability, criminal history in accordance with the law, or any other legally protected characteristics.