JOB DESCRIPTION

Job Title: Institutional Giving Manager

Department: Development

Reports to: Director of Development.

FLSA: Exempt

Time Commitment: Full Time

Location: Hybrid

Organization Overview: Founded in 1999, Covenant House Pennsylvania (CHPA) works to move Pennsylvania youth who experience homelessness toward stability and independence. CHPA operates three sites in PA (two in Philadelphia and one in York) and delivers basic needs and supportive services to young adults and young families including individual case management, educational/vocational services and on-site clinical support to address physical and mental health. CHPA is the Pennsylvania affiliate of Covenant House International (CHI), the nation's largest privately-funded nonprofit responding to the needs of young people who suffer from homelessness, abuse and neglect, and who are survivors of human trafficking. During FY22, CHPA is poised to reach 3,000 youth statewide. The organization has an annual operating budget of $6M and a team of 60+ employees. The revenue mix for FY22 includes: 40% from local fundraising, 35% from government grants and contracts and 25% from CHI. CHPA recognizes our diverse community of youth, staff and supporters and strives to be equitable and inclusive in all of our practices and in the advancements of our mission.

Primary Function of Position: The Institutional Giving Manager will play a key role in ensuring that the Development Department's goals and objectives are achieved by focusing on: writing government, foundation, and corporate giving program requests; identifying new sources of funding; tracking and ensuring the timely adherence to proposals and reporting guidelines, deadlines and responsibilities; and cultivating, stewarding and enhancing relationships to support Covenant House Pennsylvania's services for youth experiencing homelessness.

The optimal person will have at least five years of experience in fundraising, with at least three focused on institutional giving. They will be adept at: using both data and stories to write compelling funding requests, working across departments to gather information, and managing many funder deadlines simultaneously. Past experience in homeless services is not a necessity, but interest in learning about and then becoming a champion for Covenant House of Pennsylvania's mission are a must. Familiarity with the local foundation community is a priority.

The essential duties include but are not limited to:

Plan: Help the Chief Development Officer develop fundraising strategies to meet CHPA's goals for revenue from foundations, corporate giving programs, and the public sector. Create the structures and tools needed to execute the strategies, as well as helping to develop and taking responsibility for executing nuanced tactical approaches for specific funders. Vet and prioritize ideas with colleagues from across multiple departments.

Manage: Manage the calendar of submissions, assuring sufficient time to gather information, facilitate program design, write a high-quality product, and integrate feedback from relevant staff. Enter information into the database.

Write: Write all communications to foundations and corporate giving programs, ranging from meeting request inquiries, letters of intent, proposals, grant reports, acknowledgements and funder stewardship communications.

Communicate: Manage a portfolio of funder relationships, support senior staff to help them cultivate new funder relationships, and represent CHPA at events with funders and potential collaborative partners.

Report: Track all information in the database, build queries, run reports, analyze data, and assess funding trends.

Qualifications

- At least 5 years of direct experience in fundraising, with at least three years focused on institutional giving
- Deep understanding of the nonprofit and philanthropic sectors
- Excellent writing skills; excellent research, analytical and organizational skills
- Facility and comfort with both data and stories
- Ability to work independently as well as collaboratively
- Experience managing information and input from multiple departments to create a quality product
- Ability to translate abstract concepts into cogent written products
- Portfolio of relevant, original written materials
- Strong computer skills with working knowledge of Microsoft Office, desktop publishing with proven ability to use fundraising software.
- Ability to work independently and as a team member.
- Must be able to travel around the region.
- Must have a valid driver's license with an insurable driving record.
- Occasional weekend and evening work required.

Compensation, Benefits, and Flexibility: $50,000-$60,000, commensurate with experience, and with most benefits exceeding nonprofit industry standards. CHPA is open to discussing flexible work arrangements.

Application Process: Email a) a one-page cover letter that conveys why you are well suited for this position and how it fits into your career, b) your resume, and c) two relevant writing samples to CHPA@fairmountinc.com. No paper copies, please. Confirmation of receipt of the application will be sent by return email. No phone calls, please. Interviews will be arranged as soon as there is a qualified group of candidates.

Americans with Disability Specifications Physical Demands:
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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl, talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.