

**Title:** Foundations Manager (full time, exempt)

**Reports to:** Director of Development

**Location:** San Francisco, CA

The Foundations Manager is responsible for strategy, proposal development and securing foundation support for Giffords' 501(c)(4) and 501(c)(3) organizations. This position will be responsible for driving research, relationship outreach as well as managing the overall process for writing and preparing all grant reports and annual requests for foundation support. This position will also serve as the primary resource for all proposal and collateral development for the development team. This position will be responsible for expanding the pipeline of foundation support from funders across the country. The Foundations Manager will work closely with the COO of the Giffords Law Center and the major gifts team.

Position requires ability and interest in traveling up to 20% and occasional weekend and evening events.

### **DUTIES + RESPONSIBILITIES**

- Works with the Director of Development, the major gifts team, and the relevant program staff to strengthen and expand support for programs and initiatives by developing, managing and implementing a fundraising strategy for foundations.
- Work with staff to develop a deep understanding of programmatic needs and organizational priorities to support foundation interests and grant applications.
- Write, edit, and create effective and compelling fundraising collateral, including but not limited to proposals, letters of inquiry, grant applications and reports, stewardship communications, presentations, and acknowledgment letters.
- Identify and research grant and other foundation funding opportunities to build a robust pipeline of foundation targets from across the country.
- Manage proposal and grant writing processes, including establishing schedules, gathering information, and coordinating with appropriate staff to finalize content.
- Execute relevant proposal and grants administration, moves management, application deadlines, and reporting requirements.
- Work with executive team and other organizational principals to build relationships with relevant foundation leadership as well as program staff.
- Research and draft briefings for executive leadership in advance of foundation meetings and phone calls.
- Liaise with internal program and operations staff to monitor grant spending and progress on grant-funded activity against established timelines.
- Track, update, and maintain strict record keeping of all contact and historical information with foundation funders and prospects in the CRM, including important deadlines.
- Perform other duties as assigned.

### **ESSENTIAL SKILLS + EXPERIENCE**

- Three to five years of foundation relations experience or comparable work with foundations—preferably at a nonprofit advocacy or policy-oriented organization or within a foundation setting.



- Experience managing a portfolio of foundation, corporate or individual donors, as well as managing relationships with both program officers and internal colleagues to create the conditions for success.
- Successful track record of managing and writing foundation grant requests, proposals, and reports.
- Excellent organizational skills and attention to detail.
- Exceptional written and verbal communication skills.
- Strong analytical and prospect research skills.
- Ability to prioritize and multitask in a fast-paced environment.
- Ability to work both independently and as a member of a team.
- Familiarity with 501(c)(3) and 501(c)(4) fundraising regulations is a plus.
- Knowledge of fundraising CRM's including Every Action is desirable.

Salary commensurate with experience. Competitive benefits include five weeks paid time off, generous holidays, health, vision, and dental insurance, health, transit, and parking FSAs, and a 401(k) program with employer match.

#### **APPLICATION DETAILS**

Interested candidates should submit a resume and cover letter to [jobs@giffords.org](mailto:jobs@giffords.org).

*Giffords is proud to be an equal opportunity employer committed to creating an environment that celebrates diversity, equity and inclusion. People of color, trans individuals, gender non-conforming individuals, women, people with differing abilities, and veterans are strongly encouraged to apply.*