

GENDER / JUSTICE

Now Hiring

Institutional Giving Manager

Reports to: Development Director
Position Status: Exempt, Salaried; (40 hours/week).
Salary: \$80,000/year plus benefits described below.
Remote/hybrid during COVID-19; Office in St. Paul, MN.
Need to be a Minnesota resident or willing to relocate.

To apply: Submit PDF resume, cover letter, and writing sample to [hiring@genderjustice.us](mailto: hiring@genderjustice.us). Applications will be considered on a rolling basis, with preference given to applications received by **Feb. 28, 2023** – please apply before this date if possible. Include “Institutional Giving Manager” in the subject line.

Organization:

Gender Justice and Gender Justice Action are nonprofit legal, policy, and political advocacy organizations working to advance gender equity through the law. We work to create a world where everyone can thrive no matter their gender, gender identity or expression, or sexual orientation. Central to this work is dismantling the legal, political, and structural barriers to gender equity. We represent clients directly in state and federal court and before administrative agencies in impact litigation cases. In addition to pursuing justice through the legal system, we advocate for policies that expand gender equity and seek to educate and shape public understanding about gender barriers. We’re a small but mighty organization looking for the newest member of our ambitious, highly-effective, and growing team.

POSITION SUMMARY

Gender Justice is seeking an excellent writer and strong relationship builder to join Gender Justice’s development team as an Institutional Giving Manager. In this position, you will play an integral role helping to plan and implement a fundraising strategy for a rapidly growing multi-million dollar organization. Gender Justice’s development team fundraises for both 501(c)3 and 501(c)4 organizations, including Gender Justice, UnRestrict Minnesota, Gender Justice Action, and UnRestrict Minnesota Action.

The development team's vision is to develop stable, consistent, and flexible sources of funding to facilitate Gender Justice's growth and sustain a larger organization. We currently run a robust and rapidly growing grantseeking program with support from dozens of private and community foundations. We are launching a sponsorship program in 2023.

ESSENTIAL FUNCTIONS—*Essential duties and responsibilities may include, but are not limited to, the following*

- Lead the planning and implementation of our grantseeking and sponsorship programs
- Build and foster relationships with funders, law firms, businesses, and corporations
- Collaborate with the leadership team, development director, and program teams to identify funding needs, priorities, and opportunities
- Proactively prospect and research new funding opportunities
- Draft and submit high quality funding requests
- Build relationships with colleagues and develop systems to get updates from program teams; Share programmatic and organizational updates with funders; Draft and submit reports for dozens of active grants
- Prepare budgets and financial documents for grants in coordination with finance director
- Solicit and secure sponsorships, including for events; Manage fulfillment of sponsorship benefits
- Manage business supporter promotions
- Design and implement an impactful stewardship program for foundations and businesses; Write and send compelling stewardship communications to foundations and businesses, in partnership with Communications team
- Manage grant and sponsor calendar; Track and meet deadlines
- Maintain excellent records, updating funder profiles frequently; Document and track interactions with funders and potential funders
- Participate in planning Gender Justice events; Attend events and conferences as a representative of Gender Justice
- Effectively utilize EveryAction CRM and Asana project management tool
- Contribute actively to developing and implementing an annual fundraising plan; regularly submit progress reports and analyze progress for adjustments and improvements
- Help engage leadership staff and board members with grantseeking and sponsorships
- Stay up to date on funder priorities and trends in philanthropy

QUALIFICATIONS

Required Experience and Qualifications

- At least 2-3 years experience prospecting and crafting successful grant proposals and reports.
- Exceptional writing and editing skills and an ability to craft compelling stories.

- Strong interpersonal skills and an excitement to foster relationships with funders and businesses.
- Strong project management and organizational skills.
- Highly detailed with a demonstrated ability to meet deadlines.
- Familiarity with budgets and financial reports.
- Driven and self-motivated.
- A collaborative team player with an open-minded and flexible approach.
- Self-aware with the ability to ask for and receive assistance when needed.
- Good database management skills.
- A demonstrated understanding of intersectionality and commitment to Gender Justice's mission and values, which include racial, social, and economic justice.
- Sense of humor and a commitment to a diverse, collaborative work environment.

Preferred Experience and Qualifications

- 3-5 years experience fundraising for a legal, political advocacy, or social justice non-profit organization or an electoral campaign; or other relevant experience.
- Knowledge of and relationships with relevant funders, business community members, and/or law firms.
- Demonstrated success soliciting donations/sponsorships from businesses.
- Experience using a donor database.

Employees are eligible for employer-subsidized health and dental insurance, generous paid time-off, and 3% employer-match to an IRA. Part-time employees are eligible for prorated insurance subsidies.

Gender Justice is an equal opportunity employer. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As an organization working in solidarity with the reproductive justice, economic justice, and racial justice movements, Gender Justice is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBTQ and trans people, immigrants, and others living in marginalized communities.