



POSITION DESCRIPTION

ORGANIZATIONAL ROLE: Institutional Giving Associate (Part-Time)

DEPARTMENT: Development

REPORTING RELATIONSHIPS: Senior Manager, Institutional Giving

POSITION OVERVIEW:

Children's Health Fund (CHF) is a nonprofit organization that supports a National Network of healthcare programs for medically underserved children and families. We are seeking a development professional with excellent writing skills and a high attention to detail to play an integral role in Children's Health Fund's institutional giving team.

The part-time Institutional Giving Associate will support Children's Health Fund's efforts to cultivate, build and maintain a pipeline of major institutional gifts to meet growing programmatic needs. The Institutional Giving team manages a portfolio of over \$9 million of corporate, foundation and government grants. Duties include: 1) drafting and proofing letters of inquiry, proposals, reports, acknowledgements, and other correspondence as necessary; (2) donor identification, cultivation and stewardship; (3) database management of calendars and deliverables; and (4) donor volunteer management support as needed.

The Institutional Giving Associate is expected to develop an understanding of the entire organization, serve as a partner with program staff in the development of funding proposals for new initiatives, and foster effective teamwork across departments. The Institutional Giving Associate reports to the Senior Manager, Institutional Giving.

PRINCIPAL ACCOUNTABILITIES:

- Work with Senior Manager, Institutional Giving to set, track, and meet annual institutional fundraising goals
- Draft, edit, and proofread proposals, reports, letters of inquiry, graphics content, and other donor correspondence
- Collaborate with program and finance departments to renew annual funding and to ensure timely reporting of grant deliverables and budgets
- Maintain calendar of grant deadlines and submissions
- Track current grants and contracts to assure compliance with reporting requirements, donor recognition, and reporting deadlines
- Update Raiser's Edge and other tracking systems with status information, correspondence, cultivation activities, deadlines and documents related to donors and prospects
- Incorporate regular research for ongoing and future prospects into weekly and monthly work plans.
- Support the team in providing cultivation and stewardship opportunities to donors, including the facilitation and planning of site visits (includes scheduling, content development, and briefing of

participating staff); regular program updates; invitations to events; and other initiatives to build sustaining relationships with funders

- ❑ Support the team to develop and maintain the Institutional Giving Resource Library with boilerplate language and ensure accuracy of current information and biannual data
- ❑ Work collaboratively and assist with department initiatives and other duties as assigned

POSITION REQUIREMENTS:

- ✓ Bachelor's degree required; Master's degree (or working toward a degree) a plus.
- ✓ Three to five years of demonstrated experience in development and institutional giving. Previous experience working in areas of public health or underserved populations is a plus.
- ✓ Superb writing skills
- ✓ Strong communication skills.
- ✓ Experience managing relationships in complex organizations with numerous stakeholders.
- ✓ Experience writing funding requests and reports, with a proven track record of success.
- ✓ Proven ability to organize and manage multiple projects simultaneously in a fast-paced, deadline-driven environment.
- ✓ Prospect research experience and familiarity with Foundation Directory Online and other online research tools.
- ✓ Excellent computer skills, including high proficiency with MS Word, Excel, and PowerPoint, as well as Google Suite.
- ✓ Collaborative and teamwork skills, as well as the ability to work independently.
- ✓ Experience with donor databases; Raiser's Edge is preferred.
- ✓ Passion for Children's Health Fund's mission.

ADDITIONAL INFORMATION

The Children's Health Fund is an Equal Opportunity Employer and is committed to a diverse work environment.

HOW TO APPLY

If interested, please send your resume and cover letter to resumes@chfund.org.

No phone calls, please.

For further information on our programs, please visit our website www.childrenshealthfund.org and check out the Healthy and Ready to Learn Resource and Training Center website, www.hrl.nyc