



## WE'RE HIRING

### Position: Institutional Giving Manager

Reports to: Vice President of Advancement

Status: Full-time, Exempt, Hybrid with travel to Hartford, CT as needed

Compensation: \$65,000 - \$75,000 annually plus benefits package

*Everyday Democracy seeks to hire an Institutional Giving Manager, who will work collaboratively with the Vice President of Advancement and key staff to maintain and grow Everyday Democracy's institutional giving program. As lead grant writer and administrator, you will focus on identifying and securing grants from community foundations, private foundations, corporations, and government sources, and managing relationships with funder staff. The Institutional Giving Manager will also support other development activities as needed.*

### About Us

Everyday Democracy is a national dialogue and pro-democracy organization supporting people and institutions in building racially just, inclusive communities for an equitable democracy. We are expanding a model of community engagement where everyone has not just a seat, but a voice, access, and power at the table. We believe democracy is both a principle and a practice. Join us as we work with communities to build civic infrastructure for equitable community-led solutions where everyone can thrive.

### What you'll do at Everyday Democracy

- Manage institutional giving in partnership with the VP of Advancement, including prospect research, grant writing, and database and project management of all grant processes.
- Conduct and prepare research on prospective corporate, foundation, and government funders.
- Lead grant writing process, including tracking timelines and application requirements, preparing planning documents and meetings, and coordinating with other departments to develop proposals, reports, and budgets for timely submission.
- Administer all grant agreements and contracts, including gathering program data, monitoring grant related deadlines, communicating with funders, drafting and submitting grant reports, maintaining detailed records, and working with the finance team for annual audits and other record-keeping.
- Build, maintain, and steward relationships with a portfolio of donors by establishing contact with new and existing funders; hold person-to-person calls and meetings as appropriate.
- Research connections from our existing network (board, staff, etc.) to help make introductions to new foundations and strengthen proposals.

- Provide support with other donor engagement activities and events.
- Coordinate site visits and meetings with funders.
- Prepare institutional giving reports for the Development committee of the Board of Directors.
- Identify and suggest membership or attendance in funding networks and/or conferences.
- Other duties as assigned.

### Requirements

- Bachelor's degree in communications or English.
- Minimum of 3 years of grant writing experience.
- Excellent writing, communication, and interpersonal skills.
- Familiarity with donor databases and proficiency in data analysis.
- Experience managing concurrent deadlines in a dynamic and complex environment.
- Strong entrepreneurial skills, with the ability to work both independently and collaboratively.
- Flexibility to work on a varying schedule.
- Strong collaboration skills.
- Demonstrated commitment to social justice, racial equity, and democracy.
- Passion for Everyday Democracy's work and desire to play a vital role during a transformational period.

### To Apply

Please send a cover letter and resume to [jobs@everyday-democracy.org](mailto:jobs@everyday-democracy.org)

Everyday Democracy is an EO Employer-MF/Veteran/Disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. Everyday Democracy will endeavor to provide reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at [jobs@everyday-democracy.org](mailto:jobs@everyday-democracy.org) or via phone at 860-928-2616. Disclaimer: The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Applicants are encouraged to confirm the information listed above with Everyday Democracy prior to releasing any extensive personal information to the organization. Please direct questions to [jobs@everyday-democracy.org](mailto:jobs@everyday-democracy.org).