



WE'RE HIRING

Position: Institutional Giving Manager

Reports to: Vice President of Advancement

Status: Full-time, Exempt, Remote with occasional travel as needed related to job duties.

Compensation: \$75,000 - \$85,000 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 during a transformational period at Everyday Democracy.

About us

Everyday Democracy is a capacity building organization that provides technical assistance to individuals and groups working to build multiracial democracies within their local communities. 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

Grant Writing

- Craft compelling, high-quality LOIs, proposals, and reports for funders in collaboration with the VP of Advancement and key staff.
- Lead grant writing process, including tracking timelines and application requirements, preparing planning documents and meetings, and coordinating with other departments to develop copy and budgets for timely submission.

Funder Relationships

- Develop and cultivate relationships with foundation staff to maintain contact throughout the year.
- Coordinate site visits and meetings with funders.

Research and Prospecting

- Conduct and prepare research on prospective corporate, foundation, donor-advised funds, and government funders.
- Research connections from our existing network (board, staff etc.) to help make introductions to new foundations and strengthen proposals.

Infrastructure and Planning

- 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.

- Prepare monthly institutional giving reports for the VP of Advancement.
- Work closely with the VP of Advancement developing and monitoring the institutional giving budget.
- Provide written materials for the organization as needed.
- Identify and suggest membership or attendance in funding networks and/or conferences.

Other duties as assigned.

Core Competencies

- A commitment to Everyday Democracy's mission and vision.
- Dedication to learning and enhancing practices around racial equity and justice.
- The ability to work both independently and collaboratively.
- Exceptional writing skills.
- Knowledge and relationships in the progressive, racial equity, and/or democracy funding landscapes.

Requirements

- Bachelor's degree in communications or English.
- 5+ years of grant writing experience.
- A proven track record of obtaining six-figure grants and experience building a prospecting pipeline.
- Familiarity with donor databases and proficiency in data analysis.
- Experience managing concurrent deadlines in a dynamic and complex environment.
- 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.

Working Conditions

- Prolonged sitting, repetitive tasks including use of a computer.
- Visual activity sufficient to perform frequent work on a computer screen and review printed materials.
- Ability to hear and communicate orally with others.
- If not working daily at an Everyday Democracy office site, a functional remote workspace (limited computer equipment provided by Everyday Democracy) is required during normal business hours sufficient to perform.
- Mobility to travel to other locations and routine use of office equipment requiring reaching, grasping, pushing, and pulling.
- Travel and work in person as needed in accordance with the hybrid remote/in-person policy.

To Apply

Please send a cover letter and resume to jobs@everyday-democracy.org with "Institutional Giving Manager" in the subject line.

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 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.