



WE'RE HIRING

POSITION: Director of Institutional Giving

Reports to: Vice President of Advancement

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

Compensation: \$90,000 annually, plus benefits package

The Director of Institutional Giving is a strategic fundraiser who will lead Everyday Democracy's institutional giving program and drive its continued growth. Reporting to and working in close partnership with the VP of Advancement, you will develop and implement strategies that expand, diversify, and sustain institutional revenue in alignment with Everyday Democracy's mission and strategic priorities. You will build and steward a robust portfolio of institutional funders while cultivating long-term partnerships that advance Everyday Democracy's work. Success in this role requires the ability to translate complex programs, evaluation findings, and organizational priorities into compelling cases for support.

ABOUT US

Everyday Democracy helps communities build the relationships, leadership, and civic infrastructure needed to solve problems together. We partner with local leaders, nonprofits, cultural institutions, libraries, and local governments to strengthen civic participation, foster inclusive and equitable dialogues, and support community-led change. We believe democracy is both a principle and a practice—and it grows stronger when everyone has meaningful opportunities to participate, shape decisions, and share power. Join us as we work alongside communities to build a more inclusive, equitable future where everyone can thrive.

WHAT YOU'LL DO AT EVERYDAY DEMOCRACY

Strategy & Revenue Growth

- Develop and lead the institutional giving plan, including strategies to grow, diversify, and sustain institutional revenue.
- Monitor philanthropic trends and identify emerging funding opportunities that align with Everyday Democracy's strategic priorities.
- Lead the development and monitoring of the institutional giving budget, partnering with the VP of Advancement to align revenue goals with organizational priorities.
- Evaluate institutional fundraising performance and implement improvements to strategy, systems, and processes.

Narrative Development

- Write high-quality grant applications, reports, and fundraising collateral that align with Everyday Democracy's brand persona and messaging.

- Partner with the VP of Advancement and Leadership Team to translate programs, organizational priorities, and impact into compelling, consistent narratives that resonate with institutional funders.
- Provide other advancement-related writing support as needed.

Grant Management & Compliance

- Lead the tracking and submission of all LOIs, proposals, and reports from concept through submission.
- Oversee the organization and management of development systems, including donor database, calendar, and pipelines to ensure accurate recordkeeping, compliance, and acknowledgment of grants.
- Lead cross-functional planning with program, evaluation, communications, and finance staff to compile necessary documentation for proposals, reports, budgets, and stewardship materials.
- Keep the VP of Advancement and Leadership Team informed of the status of funding opportunities, proposals, and awards.

Portfolio & Funder Stewardship

- Build and manage a strategic pipeline of community foundations, private foundations, corporations, and government funding opportunities.
- Develop and implement engagement plans to cultivate, steward, and strengthen relationships with institutional prospects and existing funders.
- Develop outreach strategies, prepare briefing materials, and coordinate meetings with funders and the VP of Advancement, the President & CEO, and other staff as appropriate.
- Leverage and expand existing board, staff, and partner networks to make introductions to prospective foundations and strengthen cultivation strategies.
- Identify and participate in philanthropy networks, conferences, and affinity groups that strengthen institutional relationships and advance fundraising goals.

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 of—and preferably existing relationships within—the democracy, civic engagement, racial equity, or social justice funding landscape.

REQUIREMENTS

- Bachelor's degree in a related field or equivalent experience.
- 5+ years of experience in institutional fundraising, including grant writing, foundation relations, and prospect development.

- A proven track record of securing and managing six-figure grants and building a prospect pipeline.
- Experience developing and implementing institutional fundraising strategies that resulted in revenue growth.
- Experience cultivating and stewarding relationships with institutional funders and foundation program officers.
- 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 norming 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.

HOW TO APPLY

Please send a cover letter and resume to jobs@everyday-democracy.org with "Director of Institutional Giving" 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.