Foundation Relations Manager

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance food justice and health equity in the nation’s capital, is currently seeking a Foundation Relations Manager.

The Foundation Relations Manager is responsible for managing a portfolio of current and prospective foundation funders to increase overall revenue for the work of DC Greens. This position reports to the Development Director and works closely with program staff, as well as the Executive Director. The ideal candidate will have strong writing and editing skills and be highly organized. The Foundation Relations Manager must be able to work both independently and in collaboration with DC Greens staff members. This position also requires the ability to articulate DC Greens’ commitment to and emphasis on racial equity throughout all program and policy areas.

Essential Requirements

Grant Writing
- Lead the writing, editing and submission process for grant applications in collaboration with appropriate staff
- Participate in the formulation of programmatic logic models and budgets
- Initiate and participate in the creation of grant materials, including the formulation of programmatic logic models and budgets
- Establish schedules for meeting deadlines and for coordinating with appropriate staff where necessary
- Collaborate with Development Director and program staff to ensure funding is being sought after in the area where needed
- Stay abreast of program budgets and support program staff to ensure grant deadlines and requirements are met
- Collaborate with Development Director to monitor the organizational budget to ensure we are meeting our financial goals and funding needs

Reporting and Foundation Stewardship
- Manage the administration of foundation grants, track deadlines and collect information from finance and program staff
- Monitor grant progress to ensure spenddown of foundation grant awards
- Compile and submit status reports for foundations
- Prepare correspondence, progress reports, and other updates to foundation funders
- In collaboration with the Executive and Development Directors, steward relationships with existing foundation funders, including program officers and other staff, and work to build relationships with prospective foundations and pertinent staff
- Attend and actively participate in internal programmatic meetings to ensure accurate reporting to foundations
- Brief and prepare staff for foundation meetings and/or calls
● As appropriate, make presentations to the Board and Development Committee regarding foundation relationships
● Respond to grant data requests and inquiries from internal and external audiences, including preparation of data analysis and generation of reports:
  ○ produces internal data summaries, reports, coding verifications, grant statistics, geographic reports and custom analysis, as needed, for the Board of Directors, program staff, finance, and communications;
  ○ provides links between program, finance, communications and other staff so that all activities related to grant data collection and reporting are smoothly implemented

Research and Prospecting
● Research and identify prospective funding opportunities with both current and prospective foundations
● Stay abreast of funding news and trends in the philanthropic sector
● Periodically attend fundraising events

Qualifications
● Minimum of 5 years of relevant experience (grant writing, development, foundation relations), preferably with a nonprofit organization
● Bachelor’s degree preferred
● Demonstrated commitment to the vision and mission of DC Greens’ work
● Demonstrated commitment to racial justice and equity
● Documented success in fund development and grants management
● Knowledge of Microsoft Office Suite, including Word and Excel
● Knowledge of Network for Good, Salesforce and other CRM platforms
● Expected to work independently and/or as a team member with initiative, motivation, flexibility, organization, and attention to accuracy of projects and tasks
● Proven oral and written communication skills
● Experience in resource development
● Resourcefulness and ability to think independently
● Ability to take ownership of a process and to use problem solving skills to resolve issues
● Strong professionalism with the ability to navigate multiple deadlines

Salary & Benefits

This is a full-time (40 hours/week) position. The salary range for this position is $64,950 - $70,200 with generous benefits (medical/dental/vision, disability/life insurance, 25 days PTO, employer match on retirement contributions after 1 year, flexible schedule). DC Greens does have a telework policy that allows employees to work remotely. Due to the current pandemic all employees are currently working remotely but being physically present in the office may be a requirement in the future.

How to Apply
DC Greens is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, including bilingual and bicultural individuals, as well as women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

If interested, email a cover letter and resume to **hiring@dcgreens.org**. In your cover letter provide an answer in 250 words or less to the following prompt: What is your personal and professional lived experience with the communities with whom we work?

Please put "Foundation Relations Manager" in the subject line and save your cover letter and resume as a single attachment labeled “LAST NAME, FIRST NAME_Application.” **Applications will be accepted on the rolling basis with priority given to applicants that apply by August 28, 2020, 11:59 pm EST.** Anticipated start date is October 1st.