DEVELOPMENT MANAGER - INSTITUTIONAL GIVING

About the Organization:
80,000 youth ages 16-24 in the San Francisco Bay Area are disconnected from employment and education. Without connecting to school and work, these young people are at high risk to be poor, unemployed, homeless, or incarcerated throughout their adult lives. All youth should have the opportunity to transition to a fulfilling, economically sustainable adulthood.

At New Door Ventures, we believe youth are assets. To connect young people to paid jobs and support, we offer two core programs: Employment, and Education. Our Development Department is responsible for all fundraising in support of these programs and general and administrative expenses.

About the Development Department:
The Development and Marketing Department is a small, results-oriented team, responsible for all fund development activities related to raising $3.5 million in 2020, as well as organizational communications. The current annual operating budget is approximately $7.1 million of which 63% is contributed from current philanthropy and fundraising campaigns and 37% is revenue from New Door’s two social enterprises. In 2020, the goal for institutional giving (foundations, corporate, and public) is $1.9 million.

New Door Ventures is fortunate to have many longstanding, committed institutional giving partners. In 2018, New Door expanded into the East Bay and our program operations in 2020 are now roughly 50/50 on each side of the Bay. It is at this exciting stage of growth into a Bay Area-wide youth development organization that New Door seeks a motivated, experienced Institutional Giving Manager to extend and diversify our core funding base with a focus on foundations, companies and government sources. In 2014, New Door surpassed all goals for its four-year $13 million integrated fundraising campaign raising $14.7 million to purchase a larger facility, expand current programs, and invest in the start-up of new programs and social enterprises.

About the Position:
The Development Manager for Institutional Giving will take strategic leadership and tactical ownership over corporate, foundation, and government funding sources at New Door. She/he will be responsible for writing high-quality and compelling correspondence, letters of inquiry, proposals, and grant reports for all institutional funders. This position requires a strategic thinker with exceptional writing skills, strong project management skills and experience, attention to detail and the capacity to translate program initiatives and impact into targeted funding requests. The Development Manager for Institutional Giving will report directly to the Director of Development and Marketing.

Primary Responsibilities:
- Researches, identifies, and cultivates new donor prospects, performs high-quality and strategic prospect research
- Gathers grant information internally and through market research. Prepares draft and final proposals, letters of inquiry, reports, correspondence, and other accompanying materials, including budgets
- Works with senior staff and program staff to develop persuasive proposal strategies, narratives, and language for new programs and initiatives
- Creates and maintains a robust and accurate grant proposal template to streamline the grant writing process at New Door
- Maintains an accurate grants calendar, tracking all grant deliverables and timelines. Ensures that all institutional gifts and activities are properly entered in the Salesforce database
- Interacts with funders via email, phone, and in-person to develop and deepen relationships through formal and informal touchpoints and stewardship. Plans and schedules high quality and engaging site visits for institutional donors
- Employs a strategic moves management approach to New Door’s pipeline of institutional donors, moving funders from prospects to successfully closed gifts
- Excellent prioritization and organization skills and a proven ability to manage multiple projects under tight deadlines
- Supports organizational communications including writing copy, appeal letters and content for newsletters and impact reports
- Creates sponsorship levels and secures corporate sponsors for fundraising events, provides other event support as needed.

Preferred Qualifications & Skills:

- Bachelor’s degree (or higher) in a related area or its equivalent
- 3 years of fundraising experience, preferably within the Bay Area youth development landscape
- Proven ability to secure five and six-figure gifts from foundation, public and corporate donors
- Exceptional interpersonal, relationship-building, written and verbal communication skills
- Demonstrated awareness of, sensitivity to, and competence in communication with and about culturally and socioeconomically diverse client populations.
- Demonstrated ability to manage, support, and grow a robust Institutional Giving program
- Proficiency with Microsoft Office products, particularly Word, Excel, Outlook and PowerPoint required
- CRM experience is a prerequisite for the position; Salesforce highly preferred
- Comfort with learning new systems and technologies, and a commitment to leveraging data to build organizational knowledge and drive strategy

This position is on-site at New Door’s San Francisco office. Organization hours are 9-5:30. Compensation for the role is commensurate with experience, and up to $70K annually.

New Door Ventures is a safe space for all, regardless of race, gender, sexuality, country of origin, religion, or ability. Candidates from diverse backgrounds are strongly encouraged to apply. New Door Ventures is a 501(c)3 community-serving nonprofit and an Equal Opportunity Employer that strives to have a diverse team representative of the young people it serves.

How to Apply: Please send your resume and a thoughtful cover letter letting us know why you think you’d be a great addition to our team. Please include Development Manager, Institutional Giving in the subject line and email the resume and cover letter to: staffing@newdoor.org. Submissions sent without a cover letter will not be considered.