Director, Institutional Advancement

POSITION SUMMARY:

Reporting to the VP, Programs and Institutional Advancement, the Director, Institutional Advancement oversees a broad portfolio of institutional donors, including identification, cultivation, solicitation and stewardship strategies, as well as funder education and engagement efforts for current, potential and allied funders in the field. The Director, Institutional Advancement is a public-facing position with a high-degree of interactivity with donors. They will have primary responsibility for raising funds from foundation, corporate and government sources; creating strategies to advance The Foundation’s visibility in the philanthropic sector; and work closely with colleagues on the Programs, Development, Finance and Communications teams to align efforts to secure contributed resources that advance sustainable growth of The Foundation.

RESPONSIBILITIES:

- Implement short and long-term strategies to identify, cultivate, solicit and steward gifts and partnerships from foundations, corporate and governmental entities for general and restricted support.
- Oversee funder prospect research and stewarding of institutional funding prospects as well as stewarding of current donor relationships, including the writing of letters of inquiry, proposals and reports.
- Implement best practices for grant applications and ensure the appropriate approval and review process is followed; develop and oversee adherence to calendars, workplans and donor databases for to ensure appropriate record-keeping.
- Oversee engagement of funders in existing collaborative funds – e.g. The NYC Fund for Girls and Young Women of Color and the Justice Fund - and help develop opportunities for the launch of new collaborative fund and philanthropic learning strategies for The Foundation as opportunities arise.
- Develop and oversee briefings, panels, presentations, and other virtual and in-person events on timely issues to increase the visibility of The Foundation’s work within the philanthropic and nonprofit community.
• Work with programs staff to develop concept and strategy papers in support of new potential proposals for institutional funding, as well as ensure that funded programs comply with grant terms.
• Work with Communications staff members to develop content and collateral – including social media, websites, and other digital content – to increase the Foundation’s visibility within funder audiences.
• Ensure grant or gift stewardship and record keeping, including gift acknowledgment, corporate benefits, recognition programs and other materials and arranging special events.
• Work with members of the Finance team to prepare grant budget proposals, financial reports and other information for tracking, analysis, budgeting and internal/external reporting.
• Provide support for Foundation fundraising and cultivation events, including corporate sponsorship, logistical assistance and day-of-staffing.
• Maintain communication with members of the Development to help ensure coordination across all revenue streams for The Foundation.
• Supervise a Manager, Institutional Giving and consultant grant writer toward the above goal.
• Assume other tasks and responsibilities as needed.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:

• 7 -10 years minimum experience in foundations/institutional giving, development, and/or external affairs.
• Bachelor’s Degree required; Masters degree preferred.
• Excellent writing and communication skills, including grant writing, budgeting and prospect research experience.
• Track record of success in stewardship of six and seven figure gifts from institutional donors preferred.
• Experience with funder collaboratives and philanthropic learning communities preferred.
• Experience with fundraising, programming, communications and/or external affairs on issues related the Foundation mission strongly preferred.
• Commitment to the highest ethical standards.
• Excellent interpersonal and communications skills, able to show initiative and work independently.
• Superior Excel, Word and PowerPoint skills.
• Ability to thrive in an entrepreneurial environment and to work collaboratively.

Position Salary Range: $115K - $125K
HIRING POLICY:

The New York Women’s Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

TO APPLY:

Please send cover letter, salary requirements and resume to:

hr@nywf.org

NO TELEPHONE CALLS PLEASE.