**JOB ANNOUNCEMENT**

**Institutional Giving Manager (Full-time, Exempt)**

**Organizational Overview**: Opportunity Fund was founded on the principle that a little seed money and the right financial advice can drive permanent and lasting change in the lives of Californians. As California’s largest microfinance provider, and a national leader in the microfinance movement, Opportunity Fund has helped thousands of people make basic yet transformative changes in their economic well-being. By offering microloans to aspiring entrepreneurs, and savings incentives to families and prospective college students, we provide the essential boost to empower individuals to reimagine their futures.

Certified as a CDFI by the U.S. Treasury, Opportunity Fund has a staff of 75 and offices in San Jose, San Francisco and Los Angeles. Since 1994, our team has deployed over $370 million into low-income communities—and we are just getting started. Our vision is that all Californians have access to empowering financial products to improve their lives. To achieve this vision, Opportunity Fund seeks new members for our team who believe strongly in bringing economic opportunity within reach to everyone in our state.

**Position Summary**:

Opportunity Fund is seeking a highly qualified, highly motivated Institutional Giving Manager to be responsible for securing approximately $4 million annually from foundation, corporate, and government sources. Reporting to the Chief Development Officer, the Institutional Giving Manager will oversee all aspects of institutional fundraising, including developing strategies to initiate new contacts and build relationships with new potential funders, strengthening existing funding relationships, managing the production of grant proposals and reports, and conducting other cultivation and solicitation activities as required for institutional donors. The Institutional Giving Manager will supervise the Grants Officer to ensure timely and accurate management of all foundation and corporate grants and sponsorships, and related requirements.

The ideal candidate will have experience working with foundation and corporate donors, including developing and executing comprehensive partnership strategies. The candidate will have excellent communication skills, both written and verbal, and the ability to convey complex, strategic information in a compelling, straight-forward voice to both internal and external audiences. The candidate must have excellent organization and time management skills and have strong attention to detail. The ideal candidate should enjoy working directly with donors, as well as working behind the scenes with management, staff, and board members to support fundraising activities. The candidate should also thrive in an entrepreneurial environment, be a great team player, and be enthusiastic about furthering Opportunity Fund’s mission.

**Responsibilities:**

* Develop and execute a strategic fundraising plan to identify and target institutional funders to raise programmatic, operating, and sponsorship support.
* Lead all aspects of identification, cultivation, solicitation, and stewardship for a portfolio of approximately 100 funders and prospects, including leading the development of oral and written presentations as needed.
* Serve as lead relationship manager for majority of funders; support management team and board who serve as lead relationship manager for the balance of the portfolio
* Supervise Grants Officer; oversee proposal writing, reporting, sponsorship requests, grant tracking and acknowledgment to support strong funder relationships.
* Maintain accurate and timely institutional funding pipeline and data for Development dashboard.
* Partner with program directors to identify new funding opportunities and to match program strategies with potential funders.
* Partner with Marketing team to develop sponsorships and other opportunities to highlight institutional partnerships.
* Work with Program and Finance staff to ensure compliance with all grant restrictions and reporting requirements, and to gather information necessary for grant reports.
* Support Chief Development Officer and/or Chief Executive Officer with relationship management of institutional donors and prospects, as needed.

**Qualifications:**

* Demonstrated knowledge of cultivation, solicitation, and stewardship strategies and techniques related to foundation, corporate, and government fundraising.
* Demonstrated record of success in generating significant commitments from corporations and foundations through grants and sponsorships
* Excellent organizational, interpersonal, and networking skills with large groups as well as with individuals; ability to initiate and build relationships with prospective corporate and foundation donors and institutional representatives.
* Superior written and interpersonal communication skills; ability to write and communicate clear, structured, articulate, and persuasive proposals.
* Strong editing skills, excellent attention to detail, and ability to use data to create strategic and compelling arguments.
* Familiarity with financial information, including ability to create and/or evaluate grant budgets.
* Complete proficiency with Microsoft Office applications required. Experience with Microsoft Dynamics CRM database preferred.
* Ability to work independently and successfully manage multiple projects with competing deadlines.
* Strong contributor within a team environment.
* Enthusiasm for Opportunity Fund’s mission of helping working people advance their economic well-being.
* 5-7 years of foundation and/or corporate fundraising experience, including grant writing and management.
* Bachelor’s degree from a four-year college or university required.
* Vehicle and ability to travel within San Francisco Bay Area several times a month, including occasional evening or weekend events.

**Compensation, Benefits and Office Location**:

* Competitive salary commensurate with experience.
* Medical, Dental, Vision, Life & Disability coverage 100% company funded for employees. Family coverage also available.
* Tax deferred 403(B) retirement plan (some employer contribution & matching);
* Paid vacation (increased with tenure), holidays and sick leave days.
* Public transportation or paid parking benefit.
* Location: Opportunity Fund’s San Jose Office, with weekly trip to San Francisco office and occasional trips to Los Angeles office as necessary;

**To Apply:** Interested candidates should email jobs@opportunityfund.org with a resume and thoughtful cover letter that explains interest in the position and organization, and how your skills and experience meet the requirements of the position. Please specify “Institutional Giving” in the subject heading line.

Diverse candidates are encouraged to apply. Opportunity Fund is an Equal Opportunity Employer. www.opportunityfund.org