



Institutional Giving Manager

About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, our programs have supported the unique needs of girls. In the 1990s, we began to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in Oakland and neighboring communities. Through a kindergarten-early career Program Continuum, we empower girls and gender-expansive youth by equipping them with the resources, skills, and mindsets needed to navigate gender, economic, and racial barriers, pursue their dreams, and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting the changing needs of youth as they grow. From literacy interventions in elementary school and exciting hands-on STEAM projects in middle school to building leadership skills, taking on paid internships, and college readiness in high school, and college persistence and early career supports, Girls Inc. girls receive the support and the opportunities they need to thrive.

Girls Inc. of Alameda County delivers daily after-school programming in: 1) 12 schools and 2) our downtown Oakland center where girls from more than 15 middle schools and 45 high schools converge. As well we deliver summer programming in Oakland and Hayward, and an earn-and-learn workforce development program for young adults who earn wages with Girls Inc. and receive free college courses towards their AA degree. In all, Girls Inc. of Alameda County provided a robust 430,000 hours of programming to nearly 1350 youth in 2022-23. Girls Inc. of Alameda County's operating budget is \$9.2M with more than 100 staff.

About the Role

The Institutional Giving Manager will work directly with the Chief Development Officer and the grants consultant to manage institutional funding, including Corporate, Foundation, government and private grants, ensuring the stewardship of existing funders and cultivation of potential funders to meet revenue expectations. This position works with new and existing grantors, researches grant opportunities from various sources, gathers input from leadership, other departments and colleagues, writes proposals to funding sources, and completes compliance and grant reporting. The position is also charged with updating the organization's CRM database with information about grants and grantors.



Job Summary

- Collaborate with the Chief Development Officer and grants consultant to cultivate strong relationships with the funding community. This includes meeting with grantors and developing/writing substantive reports.
- Steward strong relationships with corporations, foundations, and appropriate government entities for funding and event sponsorships including the Strong, Smart & Bold luncheon, and the Gala.
- Cultivate meaningful relationships with new and existing institutional funding partners. Build relationships with foundation program officers and corporate giving staff.
- Manage a portfolio of funders in all aspects of timely preparation and composition of institutional funding applications, reports, and gift acknowledgements, ensuring that internal and external deadlines are effectively met.
- Gather data related to program progress, in collaboration with Program Evaluation and Finance staff, and stay aware of new developments to prepare timely, robust, and accurate reports to funders.
- As part of the Development team's annual fundraising plan support an integrated institutional fund-raising strategy.

About You

- Passion for the mission of Girls Inc. of Alameda County.
- Bachelor's degree preferred.
- Minimum 5 years of fundraising experience.
- Demonstrated experience with management of fundraising portfolio at \$1.5M level.
- Successful track record soliciting and securing institutional gifts and having expanded and cultivated existing investor relationships.
- Outstanding written and presentation skills to persuasively convey the mission to diverse constituencies.
- Ability to work with and proactively communicate with cross functionally and with internal and external stakeholders.
- Familiarity with the San Francisco Bay Area philanthropic community preferred.
- Knowledge of Raiser's Edge or another donor database preferred.
- Demonstrated success in a fast-paced environment where multi-tasking and priority-setting abilities are critical to success.
- Self-reliant, good problem solver results oriented.



What We Offer

- Compensation: *Range of \$75,000 - \$82,000 annually*
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, political belief, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org

