



POSITION ANNOUNCEMENT

Date: JANUARY 2019

Position: **MANAGER, INSTITUTIONAL GIVING (GRANT WRITER)**

Responsibilities: The Manager of Institutional Giving is a management position responsible for:

- Developing a comprehensive annual plan to increase grants for a wide variety of Viscardi programs and projects. Included in these responsibilities are prospect identification (including research and qualification); prospect clearance; prospect management among and between interested parties; preparation of RFP and proposals; and stewardship of donors, including submitting grant reports
- Securing private grants from an existing base of corporations and foundations, as well as identifying, cultivating and soliciting new foundation support
- Working on a minimum of 2 federal or state and local grants per year, as appropriate opportunities arise. This will be performed as part of the team of program staff and others
- Meeting regularly with program staff to identify new funding opportunities
- Working with Accounting Department to create budgets, track the use of funds and report necessary information detailing the impact of support to donors
- Collaborating with senior and executive management on the final draft of proposals
- Maintaining a weekly activity report and following the established proposal development/submission process
- Assist with special event tasks and other Development Department duties

Qualifications & Education:

- A Bachelor's Degree; preference given to degrees in English, Writing, Marketing or similar field
- 3-5 years of relevant fundraising experience, including grant writing and proposal development
- Strong oral and writing communication, organizational, researching, creative thinking, editing and project management skills are essential
- Ability to work well in teams and across internal departments
- Proficiency in Microsoft Office applications and Internet navigation tools; extensive knowledge of Foundation Center, Foundation Search, Guidestar and similar websites
- Experience in interacting with the non-profit/foundation communities and institutional donors
- Ability to multitask and meet multiple deadlines simultaneously

Contact:

Frantz Michel

The Viscardi Center

201 I. U. Willets Road

Albertson, New York 11507

Phone (516) 465-1432 or Fax (516) 393-2668

Email: humanresources@viscardicenter.org

The Viscardi Center

An Equal Opportunity/Affirmative Action Employer

Veterans and individuals with disabilities are encouraged to apply