

## Institutional Giving Manager

Come join our team at YWCA St. Paul and be a part of an organization that's making a difference in our community. YWCA St. Paul is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

This key role reporting to the Director of Development is responsible for identifying, pursuing, cultivating and enhancing relationships with corporate, foundation, and government funders in support of YWCA St. Paul's programs advancing housing stability, employment and youth development. This position manages overall grant efforts, including researching and identifying funding opportunities, cultivating and maintaining relationships with institutional funders, writing and submitting grant proposals, and monitoring grant compliance and evaluation.

In this position you will:

- Conduct the full range of activities required to research and identify funding opportunities, and to prepare, submit and manage proposals to foundations, government agencies, United Way and other grant-making organizations.
- Manage awarded grants and contracts.
- Expand portfolio of grants to secure additional funding, both restricted and unrestricted; partner with leadership and program staff to determine needs and identify fundable projects.

### Qualifications:

#### Required:

- Bachelor's Degree or equivalent experience, and a minimum of eight years non-profit grant writing and stewardship experience.
- Alignment with YWCA mission of eliminating racism and empowering women.
- Skilled in proactive action, independent thinking, and problem-solving with a demonstrated initiative in meeting aggressive fundraising goals and excellent problem-solving, time and project management, and organizational skills to meet tight deadlines. Highly detailed.
- Strong collaborator and effective communicator who can manage complexity, build networks, be resilient, drive results, think strategically, and instill trust in others.
- Exceptional verbal and written communication skills in English.
- Ability to work with diverse constituents, both internally and externally.
- Ability to work independently and as part of a team.
- Proven track record of management and growth of a sizable institutional portfolio including solicitations, cultivation, upgrades, and stewardship activities for both annual and capital campaign contributions.
- Strong computer skills (competent using Microsoft Office 365, performing internet research), including experience and proficiency with databases and office productivity software.

#### Highly Preferred:

- Blackbaud Raiser's Edge and Apricot database experience.

YWCA St. Paul offers a competitive benefits package and compensation is dependent on experience and qualifications, within the range of \$73,000-\$83,000 annually. If you are looking for an opportunity to make a difference and work in a collaborate environment where we celebrate and appreciate each other, **please complete the Employment Application on our website:**

<https://www.ywcastpaul.org/jobs>

**And forward application, resume, cover letter and two successful proposals or LOI writing samples to:**

**Email:** [hr@ywcastpaul.org](mailto:hr@ywcastpaul.org) **Fax:** 651-305-1602

**Mail:** YWCA St. Paul, 375 Selby Ave., St. Paul, MN 55102

***The YWCA St. Paul is an Equal Opportunity Employer***