



Institutional Giving Associate

Student Leadership Network supports two life-changing programs that empower students to break the cycle of poverty through education: The Young Women's Leadership Schools (TYWLS), a high-performing network of all-girls public secondary schools, and CollegeBound Initiative (CBI), a comprehensive college guidance program for young men and women. Student Leadership Network programs promote a college-going culture in schools and make the dream of college a reality for students from low-income communities. *To learn more, visit our website at www.studentleadershipnetwork.org.*

Student Leadership Network is seeking a full-time **Institutional Giving Associate** to support development activities related to fundraising from current and prospective institutional donors, e.g. institutional foundations, family foundations, corporations, and government. Reporting to the Senior Manager of Institutional Giving, the Institutional Giving Associate will support institutional fundraising efforts, which currently represent approximately \$2.8 million of Student Leadership Network's \$11.6 million budget with plans to grow. The Institutional Giving Associate will research viable institutional prospects identified by senior staff, write, and support the writing of grant maker solicitations and reports to achieve revenue goals. As a team member, the Institutional Giving Associate will contribute to other development activities including maintaining the donor database for institutional funders, managing the institutional giving calendar, and supporting fundraising events as needed. The successful candidate will be passionate about writing compelling, outcomes-driven narratives, being a member of a collaborative development team, and contributing to the organization's mission.

Primary Roles and Responsibilities include but are not limited to:

- Support the Senior Manager of Institutional Giving with grant writing and drafting fundraising documents including: letters of inquiry, proposals, reports, and cover letters
- Work with Student Leadership Network staff as well as finance to ensure that reports and proposals are submitted on time
- Support management of a portfolio of institutional funders that includes, but not limited to, organizing and preparing grant proposal and report packages, in compliance with funder guidelines, and supporting site visits
- Prepare new and keep current supporting documentation to funder reports and proposals
- Conduct prospect research to help identify pipeline of institutional donors
- Help maintain existing donor records; keep current existing funder research
- Maintain prospect lists; track and report progress of the prospect pipeline
- Add new prospects and donors into donor database; assist with maintaining record-keeping and reporting
- Additional duties as assigned

Key Qualifications:

- Bachelor's degree required
- 1-3 years of grant writing experience in the nonprofit sector; with a proven track record of raising money from foundation, corporation, and government sources
- Must possess excellent written and verbal communication skills and be highly detail-oriented
- Aptitude for being highly organized; interest in developing project management skills
- Must be collaborative and demonstrate initiative in managing personal time and strict project deadlines
- Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines
- Proficient with MS Word and Excel



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- Familiarity with institutional funder research is preferred
- Familiarity with donor database software (e.g. Salesforce) and prospect search engines (e.g. Foundation Directory Online) is preferred
- Passionate about Student Leadership Network's mission and committed to teamwork and being results-oriented

Compensation: Competitive/commensurate with experience. FLSA Status: Non-Exempt. Student Leadership Network is an equal opportunity employer.

Benefits: Medical, Dental, Vision and 401K matching.

Application Instructions: Please email your cover letter and resume to InstitutionalGive@studentleadershipnetwork.org. Please mention where you saw this ad. No phone calls please.



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