

Director of Institutional Giving Job Description

Supervisor: Vice President of Advancement
Status: Full-time, Exempt
Location: Houston, TX

POSITION SUMMARY:

The Director of Institutional Giving is a member of the Advancement Team at Neuhaus Education Center, reporting directly to the Vice President of Advancement. The primary role of this position is to identify, cultivate, solicit, and steward foundation and corporate donors to fund the Neuhaus mission. The organization has aggressive growth expectations for philanthropy in local, regional and national markets. This position requires one to develop a deep understanding of institutional history, programs, results, and priorities.

RESPONSIBILITIES:

- **Foundation and Corporate Philanthropic Strategy: 60%**
 - Manage a portfolio of 60 to 70 foundation and corporate supporters
 - Develop philanthropic strategy and funding goals in collaboration with the Vice President of Advancement
 - Perform prospect research on foundations and corporations to evaluate local and national funding opportunities
 - Develop proposals, solicitation letters, grant applications, and outcome reporters
 - Serve as a point of contact for foundation and corporate funders
 - Maintain a complete administrative record of all actions, including proposals, contracts, correspondence, and meetings, within Raisers Edge NXT
 - Maintain grants calendar for reporting and application deadlines
 - Provide individualized stewardship engagement to donors
- **Grant Implementation and Compliance: 20%**
 - Coordinate with Neuhaus finance and program staff to ensure that funds are spent in accordance with any restrictions and in compliance with funder's guidelines
 - Partner with Neuhaus program staff to monitor progress of grant-funded project goals, objectives, outcomes, deliverables, and all other contract terms for assigned grant through regular communication and meetings
- **Advancement Communications: 10%**
 - Work with VP of Advancement and Director of Marketing and Communications to provide input for all written institutional materials, including annual report and newsletters
 - Track statistics relevant to advancement and provide department with written materials necessary for donor stewardship
 - Maintain the Neuhaus case for support text to be used in various fundraising efforts
 - Ensure the Neuhaus website is updated quarterly, acknowledging current institutional supporters
- **Advancement Department Collaboration: 10%**
 - Participate in Advancement Committee
 - Attend and support the management of special events related to donors
 - Other duties as assigned

TALENTS AND COMPETENCIES:

Director of Institutional Giving Job Description

- **Customer Focus and Advocating Causes:** Ability to motivate and interact effectively with donors and Neuhaus staff at all levels.
- **Accountability:** Able to work well in a team environment, handle multiple assignments, and meet deadlines.
- **Interpersonal Skills:** Kind and collaborative with a positive attitude.
- **Relationship Building:** Knowledge and established relationships in the foundation and corporate philanthropic community.
- **Writing:** Exceptional writing skills
- **Creative & Innovative Thinking:** Sees opportunities for creative problem-solving while staying within the parameters of good practice.
- **Embodies Organizational Image:** Supports and actively promotes the organization. Positively reflects the organizations' core values internally and externally. Lives the organization's values on a day-to-day basis.

QUALIFICATIONS:

- Minimum of five years' experience in nonprofit fundraising
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Teams, Outlook)
- Raisers Edge NXT experience preferred; similar software considered
- CFRE or Master's Degree preferred
- Bachelor's degree from an accredited college or university
- Availability to work occasional after-hours event or to meet deadlines, as needed

TRAVEL:

Occasional regional travel will be necessary to meet with funders. Optional travel for conferences and professional development may be available with advance notice and planning.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

- Frequent - sedentary work that primarily involves sitting/standing
- Frequent - remaining in a stationary position, often standing or sitting for prolonged period
- Occasional - moving about to accomplish tasks or moving from one worksite to another
- Frequent - communicating with others to exchange information
- Occasional - repeating motions that may include the wrists, hands and/or fingers
- Frequent - assessing the accuracy, neatness and thoroughness of the work assigned

Neuhaus Education Center is a non-profit educational organization dedicated to promoting reading success for all. We provide evidence-based training and support to teachers, supply information and resources to families, and offer direct literacy services to adult learners.

Neuhaus Education Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.