



**connections**  
FOR THE HOMELESS

2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

## JOB DESCRIPTION

### **INSTITUTIONAL GIVING COORDINATOR**

FLSA Status: Exempt

**Summary of Position:** The Institutional Giving Coordinator is responsible for managing a portfolio of community-based funders (e.g. faith communities, civic groups, etc.). Serving on a team of nine, the coordinator will identify, cultivate, solicit and steward small to midsize funders. The Coordinator is supervised by the Associate Director of Development - Institutional Giving but works very closely with the Volunteer Program Manager.

#### **Specific Duties:**

- Actively research prospective institutional funders, engage those prospects and cultivate new relationships
- Lead steward management efforts for the entire institutional giving portfolio, including tracking reporting deadlines, creating stewardship reports, developing custom communications and follow-up
- Maintain a portfolio of institutional funders and manage all aspects of grants cycle/relationships
- Support other institutional giving functions across the entire portfolio: grant report generation, data collection, financial reports, budget preparation, drafting grant narratives
- Represent the agency at public events including faith communities, civic organizations, etc.
- Work closely with the volunteer program manager to facilitate group volunteer engagement for institutional funders
- Support the record management of the institutional giving portfolio by tracking and filing electronic and hard copy communications
- Support production of collateral materials including Annual Report, website Impact Cards.

#### General Responsibilities:

- Support the overall development and implementation of the annual development plan, including supporting the volunteer program, special events, and community engagement efforts.

- Build relationships with participants, fellow staff, key volunteers, community members, agency supporters, and board members.
- Adhere to the Code of Conduct and Core Values of Connections for the Homeless.
- Perform other duties as assigned.

**The following qualifications are requirements for the position:**

- Valid Illinois Driver's License
- HS Diploma/GED
- Excellent writing, speaking and interpersonal skills
- Able to work independently and with diverse populations
- Flexible Schedule available for evening and weekend work

**The following qualifications are highly desirable:**

- 1-3 years professional experience, preferable working in either development or communications at a non-profit.
- Bachelor's degree and or previous work experience in non-profit management, fundraising, communications, or marketing.
- Exceptional communication skills, including strong writing and copy editing with strong attention to detail.
- Proficient in using digital/social media and monitoring and management tools.
- Excellent computer skills, including MS Office (Word, PowerPoint, and Excel)

**Other requirements:**

- Must be able to pass a criminal background check and submit to or provide evidence of a recent test for tuberculosis

**Reports to:** Associate Director of Development - Institutional Giving

July, 2020