



## **CIVICORPS JOB DESCRIPTION**

**POSITION TITLE:** Institutional Giving Manager

**DEPARTMENT:** Development

**REPORTS TO:** Director of Development & Communications

**DIRECT REPORTS:** None

**FLSA STATUS:** Full-time, Exempt

**LOCATION:** Oakland, CA

**COMPENSATION:** \$80,000 - \$85,000 per year

### **ORGANIZATIONAL PROFILE**

Located in West Oakland, Civicorps is a dynamic non-profit that includes two social enterprises and a high school diploma completion program. Civicorps' mission is to re-engage young adults, age 18-26, to earn a high-school diploma, gain job skills, pursue college, and embark on family-sustaining careers in conservation and land management.

Youth at Civicorps have the ambition, talent, and perseverance to succeed; what they deserve is personalized mentoring and support as they develop a plan to achieve their goals. Our participants have experienced failures of multiple systems — the traditional school system, the justice system, and the child welfare system. Against a larger Bay Area backdrop of accelerating income inequality, neighborhood displacement, and food and housing insecurity, Civicorps' programs and support services are more vital than ever.

Through our unique mix of paid job training, trauma-informed support services, personalized academics and pathways to college and careers, Civicorps helps resilient youth overcome barriers, cultivate their talents, and unleash their potential.

You can learn more about our work by visiting our website: <https://www.cvcorps.org/>

### **POSITION SUMMARY**

Reporting to the Director of Development & Communications and joining a passionate four-member team that is committed to advancing economic and racial equity, the Institutional Giving Manager (IGM) will contribute to a revenue goal of approximately \$1.5 million and contract goals of over \$1 million. The IGM will have the opportunity to grow Civicorps' footprint in the workforce development and conservation arenas. The IGM will play an integral role in supporting key strategic initiatives, working closely with the Director of Development & Communications to evolve our agency's role, especially as



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we seek to expand our work of identifying, strengthening, and increasing pathways to green collar jobs for the young adults we serve. The IGM will help Civicorps grow its programs by writing foundation and corporate LOIs, grant proposals, and reports, as well as government grant proposals and contract reports to the California Conservation Corps. They will also interview Corpsmembers, generate fresh content for collateral material, and assist with digital communications writing.

Civicorps has cultivated an incredible group of Bay Area funders who support our programs, including the Crankstart Foundation, the Hellman Foundation, the Oakland Athletics, and Square. We're eager to grow this circle of funders, continue to raise Civicorps' visibility, and communicate our mission more broadly. The IGM will help us identify new growth areas and articulate our goals compellingly on behalf of our resilient young Corpsmembers.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

#### **Grants Management (70%):**

- Writes Foundation LOIs, grant proposals, and reports.
- Writes government grant proposals (city, county, state, and sometimes federal).
- Creates budgets for proposals and conducts fund allocation for reports.
- Cultivates and stewards program officer relationships in partnership with Director of Development & Communications and the Executive Director.
- Represents Civicorps at RFP meetings, site visits, and other meetings with funders, showcasing our work and making a compelling case for support.
- Conducts targeted research to identify new institutional funders and help grow the existing portfolio of funders.
- Manages grant tracking in Salesforce and in Excel trackers.
- Acknowledges institutional donations, including thank you letters, grant agreements, and other needed documents.
- Works closely with program staff to coordinate grant proposals and reports.

#### **Corporate Donations (20%)**

- Conducts targeted research to identify new corporate prospects and provide cultivation and stewardship.
- Writes corporate grant proposals and reports.
- Facilitates site visits with corporate partners.
- Creates and implements a Corporate Sponsorship plan for Civicorps events, including creating all needed materials, soliciting corporations, and providing marketing opportunities to the corporations.



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### **Communications Writing (10%)**

- Interviews Corpsmembers and contributes to external communications pieces including blog posts, bi-monthly e-newsletters, and website content.
- Works closely with Development & Communications Specialist to generate content for compelling Annual Report and aligned web content.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree or equivalent education or experience
- 3 - 5 years non-profit fundraising experience required. Salary will reflect level of experience.
- Exceptional writer and storyteller – ability to craft compelling themes and messages.
- Positive and creative – willing to take risks to try innovative new ideas.
- Has a commitment to serving the resilient young adults of the East Bay and creating opportunities for their educational and career success
- Desire to gain deep understanding of the Conservation Corps movement and to work across programs to meet agency revenue goals.
- Has a commitment to advancing racial and social equity.
- Experience writing successful foundation grant proposals.
- Ability to work independently and strength in multi-tasking, goal setting, and workload prioritization, while also maintaining collegial and productive relationships with the Development & Communications team, other Civicorps staff, and our Corpsmembers
- Ability to meet deadlines, be detail-oriented, and plan ahead.
- Ability to form collaborative relationships with a diverse set of internal and external stakeholders.

### **OTHER QUALIFICATIONS**

- Government grant writing experience preferred
- Experience with Salesforce preferred

*The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required. Other duties and/or projects may be assigned as needed.*



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### **EMPLOYEE BENEFITS**

Civicorps has a culture of caring for each other, personally and professionally. We enjoy a working environment that includes ongoing staff activities, employee recognition programs, and much more. We are a family-friendly workplace. We support staff by offering flexibility to work from home one or more days a week based on a mutually agreed upon schedule.

Civicorps offers a competitive employee benefits package including:

- Generous paid time off, roughly 30 days per year, which includes: 2 weeks personal vacation; an additional week vacation during our organization-wide winter closure in late December-early January, plus 11 additional days off for various holiday closures throughout the year
- Health Plan Options, including mental health care. Select from Kaiser PPO or Aetna.
- Dental and Vision
- Employer Paid Long Term Disability
- Life, Accidental Death/Dismemberment Insurance
- 403(b) retirement plan with generous company match
- Flexible Spending Account for Health/Child Care
- Professional Development opportunities through workshops and conferences
- Free Parking (close to BART and Jack London Square)

Civicorps is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration. We will consider for employment all qualified applicants, including those with a prior record of arrest or conviction, in a manner consistent with the requirements of applicable federal, state and local laws. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

### **HOW TO APPLY**

Civicorps actively cultivates an institutional culture that reflects the values of respect, equity, and inclusion that we seek through our work to amplify in the larger world. We welcome all qualified candidates to apply for this position and encourage applications from candidates whose lived experience gives them expertise in serving the communities we work with.



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To apply, please submit a cover letter and resume addressing your qualifications and interest in this position. Please also submit an addendum listing the three largest grants that you have been awarded (as a lead writer on the proposal) and include the funder name, amount, and year awarded. We encourage applicants to also include relevant, short samples of their previous work—written reports, links to web-based publications, podcasts, ad copy, pitch letters, press releases, videos, and any other materials demonstrating communication skills are welcome.

Please send all application materials via email to [civicorps.schools@cvcorps.org](mailto:civicorps.schools@cvcorps.org) with the subject line “[Your first and last name]: Civicorps IGM.”

### **HIRING PROCESS**

We are eager to fill this key position as soon as possible. Applications will be reviewed on a rolling basis, with the goal of having this position filled in January.

Qualified applicants will be invited to an initial brief screening interview via phone or video. Selected candidates will then be invited to an in-person interview and may be asked for supplemental writing samples and/or to meet informally with additional team members.

A final offer of employment will be contingent upon reference checks, and ability to pass state and federal background checks. As a re-entry program, we encourage and will consider for employment qualified applicants with arrest and conviction records.

We appreciate your time and interest in contributing your talents to Civicorps’ mission! You will receive an email auto-reply to your application. We wish we could respond personally to all applicants, but only those chosen to interview will be contacted. Please do not contact Civicorps directly.