

## Institutional Giving Manager at ifaw

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### Job Description

The Institutional Giving Manager is an integral member of the institutional giving team in raising funds from institutional donors including foundations and government entities. This position will build relationships with potential funders and partners, steward current donors and support grant management. The Manager will identify, research, cultivate and solicit grants, write proposals/reports in collaboration with program staff, liaise with institutional donors and prospects in collaboration with the Deputy Vice President of Institutional Giving and other institutional giving staff.

### Role and Responsibilities

Develops high-quality presentations, proposals and reports to donors/funders, in close coordination program and relevant staff.

Develops and implements engagement strategies, in conjunction with the Africa Director, Africa Policy Advisor and the Institutional Giving team, designed to increase support from existing funders, while dedicating sufficient time to identify, qualify, and build relationships with new funders and partners.

Engages with program staff and reviews project plans and donor research to determine potential new prospects, prepares briefing documents and ensures participating staff understand objectives for meetings, teleconferences and other funder interactions.

Collaborates with relevant finance and program staff to ensure compliance with grant requirements.

Works closely with program staff in East Africa and Southern Africa to build relationships with potential funding agencies.

Manages selection and application process by coordinating applications as to deadlines, appropriateness and likelihood of award.

Works with other institutional giving staff to conduct prospect research for priority programs, in coordination with program staff.

Manages selection and application process by leading cross-programmatic and departmental teams and external partners in development of funding proposals for 5-7 figure government and foundation proposals including creating proposal teams and timelines, collaborating with finance and programs on budget creation, leading technical proposal writing, and ensuring full application package is complete, competitive, and submitted to relevant funder by deadlines.

Tracks and maintains key data and actions in the CRM system; manages work plans and timelines; drafts letters of inquiry, outlines and concept papers; develops notices of intent to apply; and coordinates the development of pre-proposals, funding proposals, and reports as needed.

Travels to field sites to have an in-depth understanding of program implementing contexts to inform strategic donor engagement

### **Qualifications and Education Requirements**

A degree from a four-year college or university preferred.

At least 5 years of experience with proposal development and grant writing, preferably with environmental/animal welfare/development grantmakers. Experience with funders in Africa is an advantage and must have a proven track record of successful fundraising

Excellent organizational and project management skills.

Ability to work independently in a fast-paced work environment within an international matrix organization. At ease to prioritize and manage a varied workload, taking initiative and often working to conflicting deadlines and with various internal stakeholders

Highly detail oriented, self-motivated and excellent time management skills.

Outgoing personality, tenacious, and a natural networker

Superb written and oral communication skills.

Ability to work well with program, finance and development staff with IFAW.

Background with multi-lateral and bi-lateral funders such as USAID, UNDP, GEF, GIZ, European Commission is an advantage.

Knowledge of Microsoft products, including PowerPoint, Excel, Word and Outlook.

Experience with fundraising database software desired.

Languages: fluency in English is essential

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