

**JOB ANNOUNCEMENT: Director of Institutional Giving****ORGANIZATION DESCRIPTION**

In 1990, having witnessed growing disparities of legal resources and representation throughout Brooklyn's judicial system, attorneys in Brooklyn joined together to found the Brooklyn Bar Association Volunteer Lawyers Project (VLP) to help close the justice gap. Guided on the principle that all people should be valued and provided with equal opportunities and resources, the VLP's mission and vision is to ensure that the legal system is accessible to those who, because of special needs or the overwhelming burden of poverty, would not otherwise have their rights protected or their voices heard. At the heart of the VLP's model is the recognition that the pro bono commitment of the private bar can be most effective for underserved residents of Brooklyn to access justice. For more information visit [www.brooklynvlp.org](http://www.brooklynvlp.org).

**POSITION OVERVIEW**

The Director of Institutional Giving is a new senior level position, joining a 4-person leadership team and 2-person development team and reporting directly to the Senior Director of Development & Strategic Initiatives while working collaboratively with the President/Chief Executive Officer, Director of Legal Services, Pro Bono Director, and organizational staff on the advancement of the organization. They will be responsible for leading a three-fold effort to secure funding from government, private foundation, and corporate funding sources including research, grant writing and reporting, and prospect management related to current and prospective funders.

**KEY RESPONSIBILITIES**

- Drive efforts to secure new and existing funding from government, private foundation, and corporate sources in collaboration with the Senior Director of Development & Strategic Initiatives, President/Chief Executive Officer, and board of directors
- Take the lead in and partner with appropriate staff on the development, writing and editing of competitive proposals and reports that present a compelling case for support to potential institutional funders
- Identify and research new opportunities from government sources and private foundations and corporations including but not limited to Request for Proposals (RFPs); develop pipeline and set benchmarks for growth
- Take the lead on and coordinate with fellow leadership team members, fiscal team, and program staff on grant proposals and reports including narrative and fiscal reports and budgets that align with funding requirements
- Manage the grant proposal and reporting schedule, ensuring all deadlines are met and regular updates are provided to funders
- Prepare materials for proposals, site visits and meetings with funders; coordinate with Development Associate and program staff as needed
- Maintain accurate grants calendar, activities, and contacts in Etepestry database; streamline best practices with Senior Director of Development & Strategic Initiatives and Development Associate
- Ensure that grants are acknowledged in a timely and accurate manner
- Assist with board meeting and committee meeting preparation and attend meetings as needed
- Assist with logistics related to fundraising, stewardship, and cultivation events; attend events (virtual and in-person) to further cultivate and steward current and prospective funders
- Collaborate on other development writing opportunities including communications, marketing materials, and annual appeals
- Play an integral role in the facilitation and roll out of the VLP's 2021 rebranding project

- Perform any other department related duties or special projects as directed by the Senior Director of Development & Strategic Initiatives or the President/Chief Executive Officer
- As a member of the VLP's leadership team, assist the President/Chief Executive Officer with organizational oversight including strategic planning, program assessment, and other organizational work as needed

## **QUALIFICATIONS**

- Bachelor's degree or equivalent experience required
- Minimum 5-7 years nonprofit development experience and track record managing a 5-6 figure grants portfolio (government, foundation, corporate)
- Experience in managing strategic pipeline development
- Knowledge of and ability to oversee tracking and reporting systems, including grant stewardship, compliance, and reporting
- Ability to link institution and programmatic initiatives with fundraising opportunities
- Familiarity with New York State and New York City government funding sources and process
- Excellent analytical, written, and communication skills
- Very strong interpersonal skills and the ability to build relationships with current and potential funders and across the organization
- Meticulous attention to detail, resourceful, and results and deadline oriented
- Ability to work independently and as a member of a team
- Self-motivated, proactive problem-solver, and creative thinker
- High level understanding of Microsoft Office applications required
- Experience with Etapestry or equivalent fundraising database required
- Experience and comfort in using remote work tools such as Zoom and Microsoft Teams required
- Enthusiasm, humor, creativity, flexibility always welcome

## **SALARY**

Competitive and commensurate with experience. Benefits include medical; dental; vision; life, accidental death, and long-term disability insurance; 401K plan with employer match; flexible spending accounts; pre-tax transit program; and liberal Paid Time Off policy.

## **APPLICATION**

Email resume and thoughtful cover letter, including salary expectations, with "Director of Institutional Giving" in the subject line to [DevJob@Brooklynvlp.org](mailto:DevJob@Brooklynvlp.org). No phone calls, please.

*The interview process will be held virtually, and the position is temporarily remote due to COVID-19.*

*The VLP is an equal opportunity employer. We actively recruit and seek to grow and maintain a diverse staff, including but not limited to race, ethnicity, and national origin; disability; socioeconomic background; and sexual orientation and gender identity.*