



Job title: Assistant Director, Institutional Giving

Reports to: Director of Development & Advancement

Job overview:

This position has responsibility for identifying corporate, foundation, faith based, civic, and government prospects, cultivating relationships with them, developing funding proposals to them, soliciting, and following up in securing philanthropic support for Durham Habitat. The position manages the Institutional Giving team, including Volunteer Operations for Durham Habitat. It builds on a growing portfolio of revenue for Durham Habitat through grant awards, special events, team building, and volunteer engagement. The position supervises the Volunteer Manager, a key point of entry and connection for corporate prospects and other donor groups, as well as the Corporate and Foundation Relations Officer responsible for corporate & foundation relations and special events. The Assistant Director supports the Director of Development & Advancement with individual fundraising, group sponsorships, fundraising strategy, and community events as needed to achieve the mission and goals of Durham Habitat. The Assistant Director will work strategically with the Director of Development & Advancement to set goals, priorities, and direction for Institutional Giving program.

Responsibilities & Duties:

Corporate and Foundation Relations, Grant Writing, and Post-Award Management

- Manage a portfolio of new and existing Corporate and Foundation relationships.
- Gather data to complete applications for grants with a focus on five and six-figure funding opportunities.
- Write and submit grants to support all areas of Durham Habitat's operations.
- Ensure grant compliance by consulting with appropriate departments during the application phase, disseminating funding parameters and timelines once grant is awarded, and preparing and submitting all necessary grant reporting.
- Establish and execute consistent communication with colleagues to ensure comprehensive grant compliance and awareness.
- Analyze and evaluate grant awards to determine return on investment and alignment with strategic plan.
- Conduct research to discover new funding prospects.
- Utilize the RENXT donor database for creating/submitted proposals to institutional donors and managing the grant administration process once a gift is received by the donor.
- Engage with grant officers/funders to increase acceptance rate, and steward current and past awards.
- With the Director, define goals, objectives, and metrics for the Institutional Giving program.

Government, Faith, and Civic

- Build strong working relationships with City of Durham and Durham County government counterparts in preparation for RFP announcements, applications, and grant reporting.
- Ensure grant compliance by consulting with appropriate departments during the application phase, disseminating funding parameters and timelines once grant is awarded, and preparing and submitting all necessary grant reporting.
- Establish and execute consistent communication with colleagues to ensure comprehensive grant compliance and awareness.
- Develop and manage government funding calendar.
- Cultivate faith and civic relationships; coordinate Interfaith and civic engagement opportunities.
- Develop and manage faith and civic funding calendar.
- Represent Durham Habitat in community-based organizations like Durham Chamber, Rotary, Exchange Club, Regional Association of Realtors, etc.



Supervision of Staff

- Manage the Institutional Giving team to expand the pipeline of corporate, foundation and government-related funding for the Development team.
- Supervise the Corporate and Foundations Relations Officer to build engagement opportunities for new corporate prospects and steward existing donors.
- Supervise Volunteer Manager with a focus on engaging and cultivating volunteer groups as well as converting individual volunteers to donors.
- Indirectly supervise the AmeriCorps team.

Donor Engagement

- Develop and manage a personal portfolio of prospects as the basis for achieving annual fundraising revenue targets.
- Manage, solicit, and steward sponsor groups funding home sponsorships and community events.
- Support large-scale, department solicitation and stewardship events.
- Lead, coordinate, and participate in revenue-generating community events (e.g., Bull Moon Ride and Run) with key partners and corporate sponsor groups as needed.

Qualifications:

Education:

- BA/BS degree preferred or demonstrated equivalent experience.

Experience:

- 5+ years of progressively responsible experience in fundraising, grant management, and donor relations.

Specific Skills:

- Excellent communication skills with well-developed interpersonal and writing skills
- Experience effectively managing fundraising teams
- Comfortable interacting and communicating with stakeholders of all types and diverse audiences
- Proven organizational skills including the ability to manage multiple projects
- Critical thinking and problem-solving ability with accuracy and attention to detail

Characteristics:

- Energetic, collaborative and flexible style, with a strong service and team-player mentality
- Ability to work in a cross-functional, fast-paced work environment
- Interest in and commitment to equity and affordable housing concerns

Send resume to: Cara Collins, HR Manager at ccollins@durhamhabitat.org

Salary: \$60,000-\$65,000 per year

Location: Durham, NC (hybrid position)