



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Foundation Relations Manager

Department: Development
Classification: Full Time, Salaried (40 hours/ week)
Reports to: Vice President, Resource & Business Development

JOB DESCRIPTION

Summary:

The Foundation Relations Manager will serve as a general writing resource for the development office. The role involves drafting, editing and polishing letters of intent (LOIs), stewardship reports (SRs) and proposals to submit to foundation, corporate, government and occasionally to individual major gift prospects. The ideal candidate is a dynamic, energetic, results-oriented self-starter and team player with superb written, verbal and presentation skills. Must have ability to build and maintain business and personal relationships.

Essential Duties and Responsibilities:

- Draft and edit proposals and stewardship reports,
- Maintain Salesforce Nonprofit Success Pack (SFNPSP) Opportunity Tracking System, ensuring that all potential corporate and foundation solicitations are entered into as an SFNPSP "Opportunity" record and tracked through the various stages of proposal conception through LOI development to LOI Submittal, and Proposal Development and Proposal Submission.
- Ensure that all funded proposals are entered in the Opportunity Tracking System with all relevant data to steward the gift/grant through its term such that regular reports are flagged for preparation and submission to funders.
- Work closely with the Manager, Foundation relations and Vice President, Development, the Office of Finance, and Program Liaisons to anticipate stewardship reporting needs, and to develop, vet (with Program Liaison and Office of Finance) and submit stewardship reports.
- Working closely with Program Liaisons and Office of Finance staff to develop, track and report on proposal budgets,
- Attend regular Grants Compliance Meetings and "Onboard" grants derived from development office activity and to coordinate stewardship reporting with the office of Finance.

Competencies:

- Outstanding oral and written communication skills,
- A collaborative mode of operation,
- Ability to initiate and maintain relationships, internally and externally,
- Ability to think and develop proposals collaboratively,
- Ability to work productively remotely,
- Computer and software literacy,
- Results orientation.

Required Education and Experience:

- Bachelor's degree,
- At least 5 years of experience in a writing capacity or demonstrated writing proficiency,
- Excellent computer skills, especially Microsoft Word and Excel

Preferred Education:

Bachelor's Degree

Work Environment:

This position operates in an office environment as well as in the offices of private foundation officials or sometimes at public restaurants and coffee shops. The incumbent in this position will routinely use computers, photocopiers, filing cabinets and other standard office equipment

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Send resumes to resumedevelopment@pec-cares.org if you are interested in this opportunity.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.