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[BuildingChanges.org](http://BuildingChanges.org)

## JOB ANNOUNCEMENT

# Institutional Giving Manager

Building Changes seeks an experienced Institutional Giving Manager to raise revenue from foundation, corporate, and government sources in support of advancing the mission and work of the organization. As a member of Building Changes' development team, the Institutional Giving Manager will collaborate with the Executive Director, as well as colleagues across all departments including programming, finance, operations, and communications.

### About Building Changes

#### Vision

Communities thrive when people have safe and stable housing and can equitably access and use services.

#### Mission

Building Changes advances equitable responses to homelessness in Washington State, with a focus on children, youth, and families and the systems that serve them.

#### Racial Equity Statement

At Building Changes, we seek to hold ourselves accountable for addressing racism and discrimination. Black, Indigenous, and people of color disproportionately experience homelessness due to historical and systemic racism. We cannot address homelessness without addressing racism at its roots and the trauma it continues to perpetuate. We set universal goals to end homelessness and pursue targeted solutions to achieve these goals.

Our racial equity work does not stop there. We are committed to building an internal culture that challenges racism within our organization.

#### Values

Building Changes' work is grounded in these core values: Equity, People, Partnerships, and Integrity.

For more information, visit [BuildingChanges.org](http://BuildingChanges.org)

In association with the vision of the Board, direction of the Executive Director, and the revenue characteristics of Building Changes, the Institutional Giving Manager will work in close collaboration with the Managing Director, Programmatic Leads, Controller, and Operations Manager to grow revenue from foundation, corporate, and government sources. The Institutional Giving Manager will report directly to the Development Manager and will be responsible for:

- Managing the proposal completion process, including communicating with appropriate staff and content experts, gathering information, establishing input schedules, coordinating with Programmatic Leads, writing, and submitting applications to private and public sector donor bodies.

- Researching and identifying potential funding opportunities from prospective corporate, foundation, and government bodies; vetting request for proposals and other notices of funding opportunities; and attending meetings to gather information about emerging funding trends and upcoming funding opportunities.
- Ensuring that there is alignment between the goals and mission of Building Changes and those of the awarding institution with the recognition that those of Building Changes come first.
- Serving as a strategic philanthropy advisor to executive and cross-functional teams and collaborating with staff across teams and external partners to develop, review, and approve proposal concepts.
- Participating in discussions setting grant-based fund development priorities and grant-based revenue goals including developing measurable outcomes and reporting processes for fundraising strategies, as well as finalizing the agenda and facilitating discussions.
- Collaborating with Team Leads in program, operations, communications, research/evaluation, finance/administrative and other fund development staff to coordinate and submit funding application material.
- Ensuring that all submitted material is reflective of Building Changes' organizational values and commitment to diversity and equity.
- Aligning closely with the Executive Director in tracking and updating prospective donor contact strategies including bi-weekly meetings to review and coordinate upcoming in virtual and in-person presentations and documenting outcomes.
- Cultivating relationships with donor peer-level gatekeepers with the goal of gathering more application information and/or an invitation to submit, and/or a partnership-discussion between organizational leaders.
- Serving as the primary relationship manager for a portfolio of corporations and foundations including existing and new relationships.
- Developing and executing workplans to raise funds to support strategic initiatives and programming.
- Developing relationships with and participating in community-based groups including funder and/or fund development peer-led membership associations and/or implementation practice organizations to stay knowledgeable about emerging promising practices in fundraising strategies and response.
- Maintaining oversight of the calendar for required deliverables including tracking reporting and proposal deadlines, managing cross-functional reporting processes and products, and producing funder reports.
- Gathering content and writing copy for the development of collateral for prospective funders.

**The successful candidate will have a combination of the following experience:**

- Knowledge of local philanthropic and public funding landscape
- Project management experience, including managing complex relationships and processes
- Basic knowledge of CRM systems
- Demonstrated understanding of, and commitment to, principles of racial equity, diversity, and inclusion
- Understanding of diverse local, state, and federal funding mechanisms, planning processes and trends related to homeless and special needs housing and services
- Strong verbal and written communication skills and ability to communicate effectively with varied audiences, verbally, in writing etc.

- Knowledge and experience in homelessness, housing, health, employment, and/or education sectors desired\*
- Ability to travel up to 10% of the time, when required

*\*Note: In our effort to conduct an inclusive search for qualified candidates, this position does not require an advanced degree. Educational attainment will be considered along with other experience.*

The salary for this position is \$72,500. This salary has been benchmarked against local market survey data at the 75<sup>th</sup> percentile of the market for organizations of our size, type, and revenue. We offer excellent health, time off, retirement, and other benefits.

To apply for this position, please email **cover letter and resume** to: [jobs@buildingchanges.org](mailto:jobs@buildingchanges.org) – **Subject: Institutional Giving Manager.**

*Building Changes is an Equal Opportunity Employer with a strong organizational commitment to building a diverse workforce.*