

## **Institutional Giving Manager**

### *Job Description*

**Department:** Development & Communications (will support cross-departmentally)

**Terms:** Full Time/Exempt (remote position), 40 hours per week

**Compensation:** \$65,000-\$73,000

The Institutional Giving Manager will play a key role in advancing AWWB's mission by securing and managing a robust portfolio of foundation grants, including some corporate. Reporting to the Executive Director, this role is responsible for identifying institutional funding opportunities, crafting compelling proposals, ensuring timely reporting, and supporting the Executive Director in maintaining funder relationships. The institutional Giving Manager will have access to a contracted grant writer to assist with more extensive proposals but should have the competencies to draft concepts based on collaborative discussions and thoroughly edit & finalize copy. The ideal candidate is a skilled writer, strategic thinker, effective communicator, and efficient project manager with a passion for social justice and the arts.

### **ABOUT A WINDOW BETWEEN WORLDS**

Since 1991, A Window Between Worlds (AWBW) seeks to empower individuals and communities impacted by violence and trauma through a transformative healing arts program, viewing art as a catalyst to release trauma, build resilience, and ignite social change. When individuals create art in a safe community they can be heard and respected – replacing violence and shame with safety and hope. Today, AWWB supports over 1300 trained Windows Facilitators at more than 400 community organizations & agencies across the country and overseas, helping them build internal capacity and integrate healing arts to foster resilience, self-expression, and connection with the survivors they serve. Our work impacts diverse populations, including survivors of domestic violence, sexual assault, homelessness, incarceration, and other forms of trauma.

We are a team of passionate, creative, and mission-driven professionals committed to creating transformative experiences for individuals and communities. If you're inspired by the power of art to heal and empower, we invite you to join us.

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### **KEY RESPONSIBILITIES**

- 1. Grant Writing and Reporting**
  - o Prepare and submit high-quality grant proposals, letters of inquiry, and reports tailored to institutional funders.
  - o Develop narratives, budgets, and supporting materials that align with funder priorities, AWWB's mission, and strategic goals.
- 2. Institutional Fundraising Strategy**
  - o Collaborate with the Executive Director and other stakeholders (Strategic Vision & Partnership Advisor, Program Directors, Consultants) to create and execute a comprehensive institutional fundraising plan, including prospect research and goal-setting.

- o Maintain a pipeline of institutional donors and prospects, ensuring consistent cultivation, solicitation, and stewardship efforts.
  - 3. **Funder Relations Support**
    - o Support the Executive Director in developing and executing strategies to cultivate and steward relationships with existing institutional donors, ensuring their continued engagement and investment.
  - 4. **Grants Management**
    - o Maintain an organized system for tracking grant deadlines, deliverables, and outcomes using the organization's CRM (e.g., Bloomerang).
    - o Ensure compliance with funder guidelines and deadlines, collaborating with program staff to gather data and insights for reporting.
  - 5. **Cross-Department Collaboration**
    - o Work closely with program and finance staff to align proposals and reports with organizational priorities and program impact.
    - o Contribute to development team meetings, strategy sessions, and organizational initiatives as needed.
- Other duties as assigned

## QUALIFICATIONS

- **Education:** Master's degree in nonprofit management, communications, English, or a related field preferred, but equivalent work experience and demonstrated success will be equally honored.
- **Experience:** Minimum of 3-5 years of professional experience in grant writing, institutional fundraising, or a related role. Experience with corporate sponsorships or non-federal government grants is a plus.
- **Required Skills:**
  1. Exceptional written communication skills, including the ability to craft compelling and persuasive narratives.
  2. Strong project management skills, with a proven ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously. Strong attention to detail with excellent follow-through is required.
  3. Proficiency with CRM systems (e.g., Bloomerang) and grants management tools.
  4. Excellent communication and listening skills with the ability to gather and synthesize feedback, ideas, and information from multiple team members into cohesive and compelling grant proposals.
  5. Adept at creative storytelling and transforming complex information into engaging and persuasive grant proposals that resonate with funders and inspire support.

**Personality:** The ideal candidate is a proactive, detail-oriented, and mission-driven professional with a collaborative spirit and a passion for AWBW's model for individual healing & collective empowerment. They thrive in a fast-paced environment and are committed to advancing equity and inclusion.

## APPLICATION INSTRUCTIONS

Interested candidates should submit the following materials:

1. A cover letter detailing your interest in AWBW and relevant qualifications.
2. A current resume.
3. Two to three writing samples (preferably grant proposals or similar documents).

Please send your application materials to [careers@awbw.org](mailto:careers@awbw.org) with the subject line: *Institutional Giving Manager Application - [Your Name]*. Applications will be reviewed on a rolling basis until the position is filled, and early submissions are encouraged.