



## **EMERGENCY FAMILY ASSISTANCE ASSOCIATION JOB DESCRIPTION**

**Job Title:** Institutional Giving Officer  
**Hours of Work:** Full time 40 hour /week  
**Reports to:** Director of Development & Communications

### **Position Summary**

As a member of the Development & Communications team, the Institutional Giving Officer is responsible for maximizing institutional giving and contributing to the overall fundraising goals of the organization. This position is responsible for a blended portfolio of foundations, corporations, and government funders currently giving or capable of giving gifts (ranging from \$2,500-\$100,000+) annually and increasing this gift range and portfolio over time. Responsibilities include identifying, cultivating, soliciting, and stewarding foundation, corporate, and government donors and prospects. Includes managing a donor portfolio, conducting donor visits, prospect tracking, proposal and report writing, sponsorship solicitation, and donor stewardship.

### **About EFAA**

EFAA's mission is to provide stabilizing services, innovative programs, and transformative advocacy to strengthen families and create a thriving community. As an organization we value community, resiliency, innovation, integrity, equity, and impact. For over 100 years, EFAA has provided a local safety net to vulnerable households, and has increasingly developed deeper programming to more systemically reduce poverty, prevent homelessness, build family resilience and create a more equitable community.

### **Essential Functions**

#### **Grants Management 50%**

- Write, edit, and compile all grant proposals, LOI, and reports for timely submission, with an eye to quality, accuracy, and data integrity
- Maintain complete and up-to-date paper and electronic records, including copies of grant applications, reports, and agreements
- Coordinate with finance director, program directors, development director, and data and monitoring evaluator to develop proposals and monitor accountability for grant contracts.
- Ensure that grant awards are communicated to the relevant parties for proper tracking, implementation, and delivery of benefits/recognition (including liaising with volunteer director to support group volunteer projects)

#### **Portfolio Management-40%**

- Manage a blended portfolio of 60-80 government, corporate, and foundation donors and prospects, developing trust, confidence and a strong rapport.



- Conduct donor outreach/visits regularly and often, including qualification, stewardship, solicitation, and site visits. Partner with staff/leadership and prepare pre-meeting planning and post-meeting debriefing and follow up.
- Plan and monitor timeline of activities for each donor or prospect including proposal/reporting due dates, cultivation, and stewardship activities. Track via donor database/CRM and document notes and actions in donor record.
- Identify, qualify, and cultivate foundation and corporate prospects to ensure sustainable funding for all organizational programs, including emerging priorities and programs.
- Prepare funding proposals and reports for major gifts staff
- Develop sponsorship packages and solicit business sponsors for annual event(s)
- Engage local businesses to give through corporate marketing dollars/sponsorships, foundation grants, volunteering, and employee matching
- Strengthen the employee giving program through creation of compelling appeals and strategic communications, collaborating with the team to identify and develop major donor prospects
- Work with staff counterparts in coordinated, org-wide activities, such as joint grant requests, stewardship efforts, and events/receptions
- Serve as an organizational ambassador at institutional events, representing EFAA and fostering meaningful engagement with current and potential supporters

#### Other-10%

- Active participation as part of Development & Communications team and all-staff
- Support senior staff in developing annual institutional giving revenue projections
- Other duties as assigned

#### **Skills / Competencies**

- Bachelor's degree or commensurate experience
- Minimum of two years of experience writing and managing grants and grant reporting or crafting RFP responses in a for-profit organization
- Minimum of two years of experience in relationship building in a business development and / or managing a donor portfolio
- Outstanding oral and written communication skills
- Ability to develop and nurture strong working relationships with EFAA managers, foundation program officers, corporate officers, and government agency officials
- Excellent project and time management skills
- High degree of personal motivation, self-direction, and detail-orientation
- Ability to effectively persuade and communicate with diverse audiences
- Proactive and risk taker approach to identifying and pursuing new funding opportunities
- Strong proficiency in Microsoft 365, experience with CRM systems preferred
- Familiarity with the Boulder funding community preferred but not required
- Commitment to EFAA's mission, vision and values

#### **Working Environment, Physical Activities and Equipment Used:**

Typical office environment. Regularly uses computers for data input and other work.



Take proper safety precautions while at work, reports unsafe circumstances and takes action to prevent accidents. Responsible for ensuring volunteers and supervised staff adhere to EFAA Safety Rules at all times.

### **Compensation**

This is a full-time position (100% FTE) or 40 hours per week. The salary range for this position is \$60,000-\$65,000. Competitive pay commensurate with education and experience.

### **Why You Should Apply**

EFAA's culture is employee-focused, providing access to a generous benefits package including:

- Competitive paid time off and holidays
- Choice of employer-paid health insurance plans, including family coverage options
- Employer paid Simple IRA contributions
- RTD Ecompass
- Language bonus for bilingual English / Spanish employees
- Family friendly policies and practices
- A commitment to professional development and training

### **How to Apply**

Please email your cover letter and resume in a single PDF file to [resumes@efaa.org](mailto:resumes@efaa.org) with the subject line "Institutional Giving Officer". Applications will be reviewed on a rolling basis.

### **Non-Discrimination Policy**

Our people are the foundation of who we are as an organization. Attracting, hiring and retaining diverse talent enables us to be more innovative and better serve our employees, volunteers, participants, and the community. EFAA is dedicated to the principles of equal employment opportunity (EEO). We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, familial status, sexual orientation, marital status, gender identity or expression, genetic information or characteristics, parenthood, custody of a minor child, pregnancy or any protected class under applicable Federal, State or local laws that is not listed above.