

# Institutional Giving Manager

Full-Time Regular | Boston, MA | Hybrid

## Who We Are

Since 1969, Boston Chinatown Neighborhood Center (BCNC) has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

## About Development Department

The six-person development team is responsible for raising revenue and increasing visibility to achieve BCNC's mission and goals. Revenue is achieved from government contracts, institutional and individual donors, as well as corporate partners and sponsors. The team is high-achieving and dedicated and aims to maintain a collaborative and supportive dynamic.

## About The Role

We seek to hire a passionate, mission-driven individual to join our Development Team. With an annual budget of \$7 million, BCNC is looking for a professional to join a dynamic development team. Reporting to the Chief Development Officer and working with the Development Associate, the Institutional Giving Manager is responsible for supporting the achievement of BCNC's annual fundraising goals. The Manager will work collaboratively with programs directors, finance staff, and the executive team to strategize, develop, and submit proposals as well as manage the relationships with funders. The position is available immediately.

## What You Will Do

- Coordinate and collaborate with program directors on writing, developing, and submitting grants proposals
- Research prospective funding opportunities from foundations, corporations, and government agencies
- Develop and maintain relationships with funders
- Create work plans and coordinate grant submissions
- Draw reports for grant pipeline review and assessment
- Track grants, report submission and status, maintain database, and organize funders' communications
- Collaborate with development team and staff members to support goals of the agency and department including events, research, and administrative tasks
- Perform other duties as assigned

## What We Look For

- A bachelor's degree from an accredited college or university
- 2 years+ of proposal or relevant writing experience and strong proposal development skills
- Experience with databases and proficiency with the Microsoft Office Suite
- Understanding of public/private and government funding processes
- Commitment and understanding of BCNC's mission
- Excellent verbal and written communication skills
- Strong project management skills
- Strong interpersonal skills with an ability to connect and build positive relationships with funders and staff
- Capacity to work well independently and take initiative as well as to collaborate with colleagues

- Innovative and strategic thinker
- Strong attention to detail and flexibility are a must
- Strong analytical and problem-solving skills

### What We Offer

- Competitive Benefits Package
- 403B Retirement Plan
- Paid Time Off
- Paid Holidays
- Professional Development
- Work-Life Balance

### Working Conditions

- Must be available to work a flexible schedule and may require local travel during the workday.
- Work is performed primarily in a standard work environment, including the operation of computer equipment, and physical demands associated with a traditional work setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

### Salary Range

\$60,000 - \$72,000

### How to Apply

<https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1>

### Please Note

You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.