



Institutional Giving Manager

Overview: Habitat for Humanity Chicago (Habitat Chicago) is a nonprofit organization that works to champion healthy neighborhoods by investing in resident priorities, supporting homeownership, and building quality homes. We believe in a world where everyone has a decent place to live and we invite people of all backgrounds to work towards this vision together in our two focus neighborhoods of West Pullman and Greater Grand Crossing.

Position Summary: The Institutional Giving Manager oversees Habitat Chicago's foundation and public funding, driving strategy for managing grant proposal development, prospecting, funder cultivation and stewardship, and reporting. The Institutional Giving Manager will maintain the organization's grant calendar, ensuring accurate, timely, and compelling proposal submissions, deliverables, and reports. They will collaborate with the Development and Programs teams to accurately convey Habitat Chicago's programs, ensuring funder alignment.

Key Responsibility: Grant Writing and Management (70%)

- Build and maintain strong working relationships with staff members across the organization to ensure an ongoing and thorough understanding of program services, goals, and strategic direction.
- Accurately maintain the organization's grant calendar, including dates for submission/renewal, reports, deliverables, and accountabilities in Salesforce.
- Develop proposals, LOIs, case statements, program overviews, and other messaging, as needed, for use in the cultivation, solicitation, and stewardship of institutional donors.
- Oversee and collaborate with the Partnerships Coordinator in the development of accurate, timely, and compelling submissions, ensuring professional standards and compliance with all requirements.
- Use Salesforce as a tool, design and manage system to ensure accurate pledge information and compliance with all institutional grant reporting and deliverable requirements.
- Collaborate with the Donor Database & Relations Specialist to ensure accurate and timely processing of institutional gifts.

Key Responsibility: Funder Prospecting, Cultivation and Stewardship (20%)

- Use Forefront, GrantStation, and other tools to regularly research and identify foundation prospects that align with Habitat Chicago's mission and programs.
- Research and identify potential city, state, and federal grant opportunities.
- Coordinate and execute funder site visits, engagement, recognition, and moves management strategies, tracking all activities in Salesforce.

Key Responsibility: Leadership and Teamwork (10%)

- Maintain a "team first" outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization.
- Assist with Development team standards and process enhancements.
- Support complementary initiatives as needed with advice and/or by taking on defined responsibilities.
- Engage with all members of team, program participants, and core volunteers.



Institutional Giving Manager

Qualifications

Education & Experience

- Bachelor's degree required.
- 3 – 5 years of experience in public and private grant writing and project management.
- At least 2 years of management/supervision experience.

Required Knowledge & Skills

- Excellent writing, analytical, and research skills, with the ability to draw useful conclusions from data sets.
- Organization, attention to detail, ability to work independently with minimum supervision.
- High level of computer literacy, including familiarity with Microsoft Office and Constituent Relationship Management (CRM) databases (Salesforce preferred).
- Personable, customer-oriented; ease working with others and with delegating.
- Must work well under pressure and with deadlines and changing priorities.
- Confidentiality with sensitive information.

Preferred Knowledge & Skills

- Understanding and enthusiasm for Habitat for Humanity's vision and willingness to advocate for its mission.
- Understanding of challenges and opportunities facing marginalized and low-income communities.
- Knowledge of the institutional funding landscape in Chicago.

Position Details:

Reports to: Development Director

Hours: Full-time/40-hours per week. Flexible hours with occasional evening and weekends required. Some work may be completed remotely.

Environment: The Habitat Chicago office is located at Cermak Rd. and Carpenter St. in Chicago. It is accessible by car or by public transit. The Institutional Giving Manager will have a desk, computer, and phone line in an open office environment. This position may require occasional off-site meetings and activities.

Conditions: Ability to lift 25 pounds, ability to work at a computer for long periods of time, ability to travel to off-site locations.

Compensation: Salaried position ranging from \$60,000 - \$63,000 annually, depending on experience. 30+ vacation/sick/personal days per year. 90% employer paid health insurance; access to dental, life, and 401k plans.

FLSA Status: This position is overtime exempt under the Fair Labor Standards Act (FLSA).

To Apply: Submit compelling cover letter and resume to helen.quach@habitchicago.org with "Institutional Giving Manager – Your Name" in the subject line by 09/24/2021. Only successful applicants will be contacted for interviews. No phone calls please.

Successful Habitat team members share the following characteristics:

- **Trust:** You invest in your fellow team members and you do what you say you will do. You thrive on constructive feedback and have a high level of integrity.

Habitat for Humanity Chicago | 1100 W Cermak Rd., Ste. 404, Chicago, IL 60608
habitchicago.org | 312-563-0296



Institutional Giving Manager

- **Commitment:** You have a “go above and beyond” attitude; nobody here works just for a paycheck.
- **Engagement:** You embrace bringing people to the Habitat mission.
- **Innovation:** You are a creative problem solver who works across teams.
- **Curiosity:** You express curiosity and reserve judgment.
- **Achievement:** You love results and hate excuses. You will help Habitat Chicago grow to be a leading organization.

Habitat for Humanity Chicago values a diverse and inclusive workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Habitat for Humanity Chicago is an equal opportunity employer. This organization does not discriminate in employment and personnel practices on the basis of race, sex, sexual orientation, gender identity, age, handicap, religion, national origin or any other basis prohibited by applicable law.