



Civic Influencers is a national nonpartisan nonprofit operating across the country, on and off campus, in local communities and states, that empowers young people to build their civic power and increase voting rates amongst their peers. They frame their work through an Organizing, Advocacy and Learning model that equips young people with the skills to dismantle barriers to voting while developing their identities as voters and participants in our democracy.

### **JOB POSTING: SENIOR INSTITUTIONAL GIFTS OFFICER (DEVELOPMENT)**

Reports to: Chief Development Officer

Classification: Full-time Exempt

Location: Remote work from any location in the US

Travel: Some travel required

### **GENERAL DESCRIPTION**

Civic Influencers is seeking a Senior Institutional Gifts Officer (known as an “Advisor”) with extensive experience in building and maintaining institutional relationships, researching prospective institutional funders, and writing compelling letters of inquiries, grant proposals, and quarterly reports that will bolster and expand Civic Influencers’ annual revenue.

Reporting to the Chief of Development, the subsequent tasks and duties will fall within the following buckets across the Development Team, including:

#### *Grant Writing, Research, and Strategy:*

- With direction from the Chief of Development, create an institutional giving plan that outlines goals and targets for the year.
- Coordinate with CEO, Chief of Development and Grants Manager to write clear and compelling letters of inquiry, proposals, reports and other written communications to funders at all stages of the grant cycle, tailoring the case for support to the interests of the funder.
- Gather and prepare all ancillary materials to accompany grants (financial data, bios, required forms, etc.); work with colleagues on the program and data teams to collect any necessary data or information in a timely manner
- Ensure the correct completion and timely submission of all applications or contract materials.
- Identify new prospective funders and develop strategies, in coordination with staff and partners, to approach those funders.

#### *Relationship Management*

- Liaise with institutional contacts to cultivate and steward relationships on a yearly basis to secure multi-year funding and increases in commitments.
- Work interdepartmentally with the Organizing, Advocacy & Learning and Data & Information team to ensure clear understanding of grant deliverables and deadlines.



# CIVIC INFLUENCERS™

## *Process Management*

- Ensure all submissions and other interactions with funders are recorded in database and other tracking systems.
- Maintain grant submission and reporting calendar, as well as Salesforce and Google Drive grant files.
- Other duties as assigned.

## *Operations*

- With guidance from the Chief of Development, update and implement Civic Influencers' annual Development Plan.
- Occasionally, represent the Development Team at staff meetings and retreats, speaking to the Development Teams strategic plan, goals and metrics achieved to date.

## **Skills & Qualifications**

- Bachelor's degree in Political Science, Public Policy, Law, STEM, or a related field.
- 7+ years proven fundraising management and grant writing experience.
- Capable of building and sustaining relationships with a variety of individuals and organizations, including family foundations, public foundations and corporations.
- Ability and comfortability to close face-to-face sales and sponsorships.
- Demonstrated ability to manage strategic planning while being able to respond to short-term organizational needs.
- Familiarity with and understanding of CRMs and other content management databases, experience with Salesforce a plus.
- Proficient on Google Suite, including Google Sheets and Google Slides.
- Working knowledge of Tableau and Slack a plus.
- Excellent interpersonal and verbal communication skills; including the ability to communicate effectively and professionally with other staff, partner organizations, elected and appointed officials, corporate/business representatives, and community members.
- Commitment to transparency, accountability, and direct communication.
- Ability to work independently as well as collaboratively in a fast-paced environment with multiple priorities and tight deadlines.
- Ability to manage highly sensitive, confidential information using excellent judgment at all times.
- Must have a commitment to DEI and cultural competency, including an awareness of one's own cultural worldview, a welcoming attitude towards cultural differences, an appreciative knowledge of different cultural practices and worldviews, and cross-cultural skills.

## **Desired Skills**

- Experience working in a movement organization, including ones focused on Voting Rights, Social Justice, Civil Rights or Youth.
- Experience working in politics.



# CIVIC INFLUENCERS™

- Experience working with or within a higher education institution, People of Color Serving Institutions (PoCSIs, e.g., HSIs and HBCUs a plus).
- Fluent in multiple languages, Spanish preferred.

## **Other Requirements**

- Must complete data visualization and data gathering trainings hosted by Tableau, and other trainings as required.
- Extremely reliable and available on evenings and weekends for occasional events and conferences.

## **COMPENSATION**

### **Salary**

Salary range for this position is \$70,000 - \$75,000. Salary will be commensurate with experience and skills.

### **Benefits**

- Health insurance with employer contribution
- 401K plan with employer match after 6 months
- 13 paid holidays
- 10 days paid vacation
- 12 days paid sick leave

## **HOW TO APPLY**

*Start date: for immediate consideration.*

Email your application to: [hr@civicinfluencers.org](mailto:hr@civicinfluencers.org)

Please email your resume and cover letter with the position title and your name in the subject line. Applicants who do not submit both will not be considered. Please note in your cover letter where you saw this position listed and your availability.

Applicants who have been selected to move forward in the interview process will be contacted directly.

*Civic Influencers is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, age, gender, sexual orientation, disability or class. We value diversity on our team and strongly encourage people of color, Indigenous people, LGBTQIA individuals, people with disabilities and all qualified persons to apply for our open positions.*