

	<i>Position:</i> Associate Director of Institutional Giving
	<i>Location:</i> New York, NY
	<i>Reports To:</i> National Development Director
	<i>FLSA:</i> Exempt
	<i>Date Updated:</i> November 2016
JOB DESCRIPTION	

Summary

The Associate Director of Institutional Giving is responsible for foundation and corporate relationships and fundraising in support of Outward Bound's programs and operations. This includes seeking new opportunities in foundation grants and corporate sponsorship for educational youth, and veterans programs.

Essential Duties and Responsibilities

- Understand Outward Bound's mission and goals to effectively research, monitor and identify new potential sources of funding to support programs, scholarships and events
- Track national trends impacting support from corporations and foundations to educational programs and program specific funding
- Manage a portfolio of close to 100 existing institutional donors. In coordination with Development Director, meet with and cultivate donors with a focus on building strong, sustainable relationships.
- Build relationships with new and existing institutional donors
- Establish systems to ensure effective grant process, including application, report tracking, producing creative collateral and compiling reports. Ensure all reporting deadlines are met. Collaborate across school and national teams as needed.
- Conduct the full range of activities required to prepare and submit, grant proposals and corresponding budgets to foundation and corporate sources; leveraging the Outward Bound mission
- Draft sponsorship materials utilizing corporate giving and organization language for sponsorship opportunities
- Steward current Institutional donors at introductory levels of giving into increased dedicated long term donors.
- Work closely with National Development Director to develop comprehensive corporate giving program which may include recognition and benefits packages for corporate funders, including sponsorship for events and programs.

Secondary Duties and Responsibilities

- Other duties as assigned in support of Outward Bound's overall fundraising efforts.

Knowledge and Skills

- Demonstrated comfort and experience with identifying, cultivating and stewarding institutional grants/gifts.
- Proficiency with PCs, Microsoft Office Suite, and databases required; experience with Raiser's Edge preferred.
- Exceptional writing and presentation skills
- A professional and resourceful style with the ability to work independently and as a team player



**OUTWARD
BOUND**

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- Self-starter with the ability to get up to speed quickly and work effectively with little direction or supervision
- Excellent time management, project management, attention to detail and organizational skills
- Experience with drafting program budgets for grant proposals
- Pro-active and willing to grow with the organization.
- Flexibility and a sense of humor.

Education and Work Experience

- 3+ years of professional foundations relations experience, preferably in a nonprofit environment
- BA or BS degree preferred

Compensation and Benefits

- Salary: Commensurate with experience
- Benefits: Health (80% of premiums covered), Dental, Vision, STD, LTD, ability to participate in 403b plan
- Paid Time Off: 3 weeks of PTO in first year of employment, increasing annually
- Professional Development: Opportunity to attend an Outward Bound course

Location

This position works out of our offices at 85 Broad Street in Manhattan (WeWork offices).

To Apply

Click on the link to upload cover letter and resume: [Associate Director of Institutional Giving - NY, NY](#)