



Position: Institutional Giving Officer
Reports to: Chief Development Officer (CDO)
Department: Fund Development and Compliance
Location: San Francisco, California
Position Type: Full-time, Non-exempt
Start Date: October 1, 2019

Working Solutions (www.workingsolutions.org) is a certified, nonprofit Community Development Financial Institution (CDFI) that supports San Francisco Bay Area entrepreneurs – with a focus on lower-income individuals, women, and entrepreneurs of color – to start and grow thriving local businesses. Working Solutions is the *First to Believe* in start-up and early-stage businesses by providing diverse entrepreneurs with affordable capital, customized business consulting, and community connections to increase economic opportunity in the San Francisco Bay Area. We make loans from \$5,000 up to \$50,000 and provide up to five years of post-loan business consulting. Working Solutions has invested over \$22 million in loans and grants in local small businesses, and we have educated thousands of entrepreneurs, resulting in more than 4,000 local jobs. Working Solutions has a growing team of 14 full-time employees with headquarters in San Francisco and a satellite office in Oakland.

Position Overview

Reporting to the Chief Development Officer (CDO), the Institutional Giving Officer will be responsible for prospecting, grant writing, and compliance tied to corporate, foundation, and government revenue sources. S/he will work closely with the CDO and the CEO to identify, research, and track institutional funding prospects and apply for grant opportunities with the goal of increasing overall institutional support for the organization. S/he will also compile reports and manage a calendar of on-cycle reporting and off-cycle funder updates. S/he will be an excellent writer with superior time management skills and the ability to manage multiple deadlines.

Key Duties

Prospect Research:

- Research potential corporate, foundation, and government funding sources, maintain accurate prospect records, and manage proactive outreach calendar and pipeline;
- Create funder briefings for CEO and CDO, including specific 'pitch' recommendations tailored for each funder or funding opportunity.

Grant Writing and Compliance:

- Write and submit letters of intent and grant proposals to secure new donors and renew support from existing donors;
- Manage monthly, quarterly, and annual reports to funders;
- Analyze data from internal and external sources and coordinate with colleagues on the finance, program, and operations teams to produce proposals and reports that are accurate and compelling;
- Work with program staff to identify fundable program initiatives and ensure that funded programs comply with grant requirements.



Administration:

- Ensure grant or gift stewardship, including gift acknowledgements, corporate benefits, and appropriate recognition in programs and other materials;
- Maintain an Institutional Giving Calendar to ensure that all proposals are submitted and all grant reporting requirements are fulfilled in a comprehensive and timely manner;
- Coordinate with finance and operations team to ensure smooth onboarding of grants and seamless reporting and compliance;
- Work with the CDO to set quarterly, annual, and longer-term objectives and strategies in support of annual fundraising goals and the overall strategic plan;
- Maintain grant files and supporting materials in both hard copy and digital formats, including corresponding data entry for CRM database.

Qualifications

- Bachelor's degree and 2-4 years of nonprofit fundraising experience
- Exceptional writer who can create compelling narrative about organization's work; former grant writing experience preferred
- Exceptional and demonstrated communication skills, written and verbal
- Exceptional attention to detail, well organized, and thorough
- Excellent interpersonal skills with the ability to communicate a compelling and inspired sense of purpose to external stakeholders and to build buy-in from team members
- Experience with prospect research preferred
- Experience with CRM software, preferably Salesforce
- Flexibility to incorporate feedback from staff, Board, and other stakeholders
- Ability to complete multiple tasks, priorities, deadlines, and responsibilities effectively
- Ability to work independently and cooperatively with staff, volunteers, and clients in a culturally diverse, fast-paced environment
- Ability to be a self-starter and take initiative
- Knowledge of the field of entrepreneurship, microenterprise, and small business development preferred

Salary Commensurate with Experience

Excellent Benefits: Including but not limited to medical, dental, vision, 401(k), commuter checks, and generous holidays. *This position is based in San Francisco.*

Application Deadline: September 9, 2019.

Please email résumé and cover letter with the subject line "Institutional Giving Officer" to jobs@workingsolutions.org.

No phone calls please.

Working Solutions is an Equal Opportunity Employer.