



Donor Relations Manager [Institutions]

Title: Donor Relations Manager [Institutions]

Reports to: VP of Development

Schedule: Full-time

Location: Remote

Organization Overview

Techbridge Girls (TBG) is an award-winning national nonprofit organization bringing science, technology, engineering, and math (STEM) education to all girls¹ across the US. For over 20 years, TBG has reengineered the way STEM education is taught, centering our girls' brilliance and potential with an emphasis on increasing STEM access, belonging, and persistence for BIPOC (Black, Indigenous, and people of color) youth from marginalized communities. We believe that without BIPOC girls' experiences, values, interests, voices, and brilliance, we will never experience the full possibilities of what STEM can do for our world, and we have set a goal to reach *one million girls* by 2030. TBG takes a holistic approach towards engaging girls emotionally and intellectually, by equipping educators with gender and culturally responsive practices, engaging families to support their youths' persistence, and connecting role models to inspire and encourage, ensuring that girls leave the TBG program equipped to bring their brilliance and unique experiences to thrive in the STEM revolution. This approach continues to set TBG apart as a STEM equity leader. With an annual organizational budget of approximately \$4 million and 20+ employees, Techbridge Girls is poised for bold growth to increase its impact. For more information, please visit www.techbridgegirls.org.

This position is responsible for writing major grant applications, pre-award coordination of all grant applications for TBG, post-award budget development and support for team/volunteers in charge of grant-funded projects, search and qualification of opportunities funding (grants and foundations), grant-writing training, grant template development, and general oversight of grant development. The Donor Relations Manager serves as a liaison with community members, program and contract officers, board members, and community organizations.

¹ Techbridge Girls (TBG) serves Black, Indigenous, and all girls of color, which includes cis girls, trans youth, gender non-conforming, and/or non-binary youth who experience(d) girlhood and economic insecurity as a part of their journey.

The Donor Relations Manager is also responsible for the financial oversight of grant and restricted gift activity. This includes responsibility for budgeting, expense review, and reporting as well as developing and implementing compliance programs and working closely with finance/operations staff to ensure financial activities comply with federal, state or donor regulations as well as TBG policy. This position is also responsible for the grant-related data created and maintained in Salesforce in support of grant award activity, including the creation and closeout of grant awards within the system, monitoring restricted fund budget and expense activity, and assisting departments in the fiscal management of their awards.

As the lead writer on proposals and reports to major donors, the Donor Relations Manager will play an essential role in the organization's ability to generate \$5+ million in general operating and program support, and to serve as a positive ambassador with funders and other community partners.

KEY RESPONSIBILITIES

1. Leadership

- Provides leadership and manages a team of contract grant writers and administration professionals.
- Ensures quality service and support to TBG's stakeholders and partners, as well as internal programs and departments (Finance, Programs and Quality, Growth and Partnerships, HR, and others).
- Stays informed of TBG's OKRs by attending meetings, project reviews, and other workgroups to better understand the grant-making needs.
- Builds credibility, relationships, and understanding to support decision-making as it relates to building stakeholder relationships.
- Provides guidance to Executive leaders and a risk assessment framework for contractual matters [grant awards].
- Advises program and other infrastructure departments at all levels regarding complex contract performance terms and conditions and recommends best practices to advance TBG's mission.
- Negotiates and resolves proposal and contractual issues with senior stakeholders.

2. Donor Relations

- Draft donor correspondence, including stewardship content, and manage the timely acknowledgment of all institution contributions as needed.

- Compile letters, informational packets, and related materials in response to donor inquiries.

3. Grant Writing

- Collaborate with TBG's team of grant writers, and program and development staff to create compelling grant proposals and funding requests.
- Write and assemble most or all sections of each grant proposal, with key input from program staff and leadership team members.
- Coordinate with relevant staff in order to solicit timely and appropriate input/review of grant proposals prior to submission deadlines.
- Review guidelines for all foundation proposals and reports to make sure all submissions are accurately formatted and include all required information, including budgets and materials.

4. Grant Management

- Serve as lead project manager of the grant outreach process, ensuring that team members understand their roles, and responsibilities, and have the tools (grants calendar, grant template, checklist) to share a compelling case to join the TBG community.
- Manage the grant proposal calendar. Maintain current pipeline to reflect all grant activity.
- Work with the Donor Services Manager to track donor reporting needs, deadlines, and action items.
- Complete impact reports to our major foundation and corporate donors by working with the Programs team to collect program participant impact data and stories, and Finance for financial reporting requirements.
- Work with the Vice President of Development to manage donor cultivation, solicitation, and stewardship strategy for grants. Track current grant cycles and renewal processes and ensure stewardship to guarantee continued funding.

5. Prospect Research

- Conduct targeted research to identify new institutional funders and help grow the existing portfolio of funders to ensure that TBG maintains a diverse portfolio of funders.

6. Data Integrity

- Manage the development database (Salesforce CRM) and work with the Donor Services Manager to ensure that data is up-to-date and accurate.

- Work with the Donor Services Manager to maintain records of all corporate/foundation interactions e.g. grant agreements, report requirements, or documentation of calls and meetings.
- Design and manage the ongoing development of the system to meet the needs of the development department.
- Develop and implement Salesforce training for new development staff.

7. Other

- Support general fundraising activities, as needed.
- Perform other duties as assigned.

Qualifications

Our ideal candidate brings the following competencies, experiences, and core values:

- Demonstrated commitment to racial and economic justice.
- Self-starter, motivated, and able to take initiative in all situations; ability to function effectively in a fast-paced, entrepreneurial and inclusive environment.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- Excellent attention to detail and organizational skills.
- Advanced computer skills; database and/or Salesforce CRM experience a plus.
- Ability to work well independently with minimal supervision and as part of a team; work well with diverse styles and personalities.
- Communication and research skills commensurate with a bachelor's degree and a minimum of three years of nonprofit technology experience, or other equivalent backgrounds.
- TBG is a social justice-oriented organization -- challenging gender, racial, and class bias in STEM fields and culture by developing gender-responsive and culturally relevant STEM curricula that helps girls* see their unique STEM lineage, community, interests, and path to success. In addition to technical skills, to function effectively, the manager needs to demonstrate experience with or strong interest in social justice, advocacy, constituency engagement, public information campaigns, or other relevant commitments.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Strong experience with most primary office software packages, including MS Excel, Access, Outlook, and other typical software systems.

OUR TEAM

We dream big and we work hard. Our work is challenging and fast-paced. You will join a collaborative team of leaders who value equity and inclusion as the foundation of advancing our urgent mission. We rely on creativity, flexibility, listening, critical thinking, and humor to bring out the best in each other, our partners, and all our program participants.

Appreciation matters here and comes to life in how we celebrate each other's milestones (birthdays, work anniversaries, individual appreciation days), as well as the team wins. We also express appreciation to each other in how we give and receive feedback and how we set goals. We continuously look for new ways to maintain a culture where our people's talents are nourished and can shine. Techbridge Girls offers competitive compensation and generous benefits, including:

- 20 days of paid vacation and 9 days of paid sick time/year.
- A 403(b) retirement plan with a contribution.
- Medical, dental, and vision insurance.
- Monthly cell phone and Internet stipends.
- Paid sabbatical and parental leave.

HOW TO APPLY

Please compose a cover letter that describes your commitment to the mission of Techbridge Girls and how your experience fits the qualifications of the position. Please email your cover letter, including compensation requirements, and resume with the subject "Donor Relations Manager [Institutions]" to jobs@techbridgegirls.org. ***Please note that proof of full COVID-19 vaccination is required prior to hire.***

Techbridge Girls is a social justice organization committed to creating a fair and equitable society for all girls to thrive and succeed in STEM no matter their background, race, ethnicity, socio-economic status, gender identity, and/or orientation. As a Black women-led organization comprised of over 70% people of color, we are committed to creating an inclusive and diverse workplace where every staff member feels heard, supported, valued, and can share their authentic brilliance to move the Techbridge Girls mission forward. We are an equal opportunity employer, committed to addressing issues of racism and inequity internally and externally.