

AN OPPORTUNITY TO JOIN A GREAT TEAM

JOB TITLE: MANAGER OF PHILANTHROPY, INSTITUTIONAL RELATIONS
DEPARTMENT: DEVELOPMENT
REPORTS TO: DIRECTOR OF PHILANTHROPY & DONOR RELATIONS
CLASSIFICATION: FULL TIME EXEMPT

POSITION SUMMARY:

Reporting to and working closely with the Director of Philanthropy & Donor Relations, the Manager of Philanthropy, Institutional Relations will increase institutional gifts through the strengthening and expansion of Usdan's foundation, corporate, and government portfolio. This position will be responsible for maintaining and growing the institutional donor pipeline.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct research on institutional funding opportunities
- Lead the planning and implementation of meetings and events
- In collaboration with appropriate team members, lead the development of letters of inquiry, proposals, general correspondence, acknowledgements, and reports Front-line solicitations
- Monitor compliance with application and reporting guidelines, and funding agreements
- Manage institutional donor gift processing and data entry
- Maintain online funding portals
- Manage tracking systems for grant submissions, reports, and materials to meet funder deadlines
- Collaborate with the Director of Philanthropy & Donor Relations to project annual institutional fundraising goals and track institutional revenue towards those goals
- Attend trainings in administrative procedures and safety trainings as required

SALARY & BENEFITS:

- \$65K - \$75K, dependent on experience
- Usdan offers various benefit plans for employees and their families, including medical, dental, vision, retirement, and flexible spending.

HOURS & LOCATION:

- Hybrid: September through May - 2 days in office/3 days work from home, 8 hour days with flexible shift between 8am and 6pm.
- June through August: Monday-Friday in office 5 days per week.
- Additional flexibilities may be considered for exceptional candidates.
- The hybrid work schedule is subject to change as business needs evolve. Usdan will endeavor to provide as much advance notice as possible.
- Some evening and/or weekend work for development and outreach events required.

QUALIFICATIONS:

- Four years of institutional grant management and grant writing required



- Experience in all areas of institutional fundraising—government, corporate, and foundation—strongly preferred
- Knowledge of Long Island philanthropic landscape preferred
- High level of organizational skills and detail-orientation required
- Superior written and verbal communication skills
- Strong editing ability
- Strength in prioritizing and managing simultaneous projects to completion on time
- Ability to proactively adopt and utilize appropriate technologies and platforms, including the funding and constituent relationship management database,
- Must be up to date with COVID-19 vaccinations, and if eligible before the first day of employment.

TO APPLY: Please submit cover letter and resume to employment@usdan.org, with the position title in the subject line.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.