



<b>POSITION DESCRIPTION TITLE</b>	<b>Development Manager of Institutional Giving</b>
<b>FUNCTION</b>	<b>Development</b>
<b>LOCATION</b>	<b>Chicago, IL or Remote</b>
<b>REPORTS TO</b>	<b>Director of Institutional Giving</b>
<b>STATUS</b>	<b>1.0 FTE, Exempt</b>
<b>DATE</b>	<b>April 2021</b>

### **We are hiring!**

Do you want to make a big impact on the lives of kids, schools, families, and communities? Do you dream of being in a job that enables you to truly collaborate with others to implement change and make a difference? If so, this is your chance to make that dream come alive! Read on because Action for Healthy Kids® (AFHK) is looking for some awesome talent to join our team as a national **Development Manager of Institutional Giving**.

### **YOU: What is the opportunity?**

In this new position reporting to the Director of Institutional Giving, the Development Manager of Institutional Giving plays a key role in the success of AFHK by driving the organization's philanthropic and other resource development partnerships, and joining forces across all sectors with corporate, foundation, and government to support the health of the whole child. You get to use your talent and relationship-building skills to cultivate and steward national prospects and deliver significant gifts from institutional supporters. You'll join a dedicated team of professionals to drive our philanthropic and other resource development partnerships to help us deliver on our mission of strengthening family and school partnership to build a healthier generation of children.

### **US: Who are we?**

Action for Healthy Kids is a national nonprofit organization raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes school professionals, families and communities to take actions that lead to healthier children. We partner with dedicated supporters — teachers, students, moms, dads, school wellness experts and more—from within the ranks of our 140,000+ constituency to create healthy environments for kids. We are committed to generating holistic changes with a focus on serving students from underserved communities. Our new, exciting strategic plan will guide our work over the next ten years as our small but mighty team tackles some of the most important issues facing our kids. Please visit us at [www.ActionforHealthyKids.org](http://www.ActionforHealthyKids.org).

### **What You'll Do: Key Responsibilities**

- Work with Director of Institutional Giving and Acting CMO to support and execute business plans to raise funds for new strategic initiatives and programming.
- Work cross-functionally to ideate, create, and submit high-quality, innovative concepts and proposals to grow support for AFHK's current programming.

- Serve as the relationship manager for a portfolio of institutional donor relationships.
- Produce grant proposals, concept papers, and presentations for all audiences with support from marketing communications and graphic designers.
- Maintain oversight of institutional reporting calendar and deliverables tracking system in Salesforce, including project management of cross-functional reporting processes.
- Conduct research to qualify, cultivate, and close on a pipeline of corporate and foundation supporters.
- Lead virtual and in-person pitches and presentations for prospective institutional supporters.
- Attend and represent AFHK at events.
- Travel 5-10% (once safe to do so post-COVID), occasional evening and weekend work required.
- Other duties as assigned

### **Our Ideal Candidate**

- Education: Bachelor's degree in related discipline (advanced degree a plus)
- Minimum 2-5 years of relevant nonprofit, partnerships, CSR or social impact experience required
- Strong experience in resource development and fundraising in a non-profit organization
- Exemplary development writing expertise, such as: grant proposals, concept presentations and pitches for both corporate and foundation audiences
- Collaborative team player who enjoys working with a team of people
- Superior presentation and people skills
- Ability to communicate and work effectively with a diverse community
- Advanced proficiency in using technology for fund development, including fluency in videoconferencing, CRM (specifically Salesforce), and Microsoft Office Suite
- Demonstrated experience in conceptualizing corporate partnerships and cause-marketing campaigns
- Experience with Pardot or other marketing automation tools desirable
- Bilingual (English/Spanish) language/writing skills desirable

### **What's in it for me?**

- Competitive salary in the marketplace + bonus plan.
  - The Development Manager of Institutional Giving's annual fundraising goals will be established in collaboration with the Director of Institutional Giving. As an extra incentive, Action for Healthy Kids provides a customized bonus plan for each Development employee
- Medical/dental/vision insurance
- Short- and long-term disability insurance
- Life and AD&D insurance
- Flexible spending account
- 403b (match up to 4%)
- Generous PTO, summer hours and paid paternity/maternity/adoption leave
- Professional development and career growth opportunities
- Work with a talented team of professionals
- Ability to work remotely

- Opportunity to travel to school sites, partner meetings and donor events when safe to do so. (All business travel is currently suspended due to COVID-19)
- Job Location: Chicago-area preferred, but will consider full-time remote in other metro market

To apply, please submit a resume, a thoughtful cover letter describing your interest in AFHK and how your past experience has prepared you for this role, and at least one writing sample to [careers@actionforhealthykids.org](mailto:careers@actionforhealthykids.org) with **Development Manager of Institutional Giving** in the subject line. Action for Healthy Kids is an equal opportunity employer.