



South Michigan Food Bank Institutional Giving Manager

South Michigan Food Bank Overview

South Michigan Food Bank is 1 of nearly 200 Feeding America member food banks in the country; 1 of 7 in Michigan. Every county in the nation has a food bank to support food needs in the local areas. South Michigan Food Bank serves 8 counties across Michigan, collaborating with 335 local organizations like food pantries, soup kitchens, and other food sites to end hunger in South Michigan. Our mission is to enhance the quality of life for those struggling with hunger throughout our service area. In 2021, we provided 13.9 million pounds of food to nearly 3.8 million families. We have a big vision to address the underlying causes of hunger to help our neighbors thrive. To fulfill this vision, we are seeking transformational support from philanthropists who are passionate about being a part of the movement to end hunger!

General Description and Position Summary

The Institutional Giving Manager serves as the project and relationship manager for foundations, corporations, and other institutional funders and leads efforts to secure funding from these entities. The Institutional Giving Manager advances three strategic objectives: (1) growing sustainable, predictable revenue for the mission, (2) increasing the number of institutional funders to South Michigan Food Bank, and (3) cultivating a culture of philanthropy across the organization.

The Institutional Giving Manager will develop proposals, reports, and funding opportunities to secure funding from our current portfolio and prospective institutional funders. They will also be responsible for managing internal processes to ensure timely reporting on all grant activity.

The Institutional Giving Manager will serve as the face of the organization to institutional funders. They will develop and manage relationships with foundations, corporations, and other institutional giving entities to grow annual revenue potential from current and prospective funders, with specific and measurable goals.

Essential Duties and Responsibilities (Other duties may be assigned)

- Serve as the primary and responsible party to research and write comprehensive and persuasive letters of inquiry, grant proposals, acknowledgments, and reports for programs, services, general operations, and capital projects to funders
- Utilize relationship-based fundraising to represent South Michigan Food Bank with local funders
- Collaborate with program, finance, and appropriate internal teams to gather information needed to prepare accurate proposals, grant budgets, and financial reports and to ensure grant restrictions are followed, and proposal/reporting guidelines are fulfilled
- Develop an annual grants plan for soliciting grants, including timelines and projected revenue as well as prior grant reports
- Oversee and ensure that all application and report deadlines are met
- Closely monitor the progress of all grant requests through CRM after they have been submitted
- Coordinate/conduct all necessary follow-up activities
- Meet fiscal year fundraising goals for institutional giving
- Readily involve SMFB management and leadership in foundation communication and key meetings
- Proactively identify potential institutional funders to establish new funding partnerships and strengthen SMFB relationships in the institutional funding community
- Oversee maintenance of current institutional donor records in CRM (Bloomerang, Fluxx), including tracking/reporting submissions and other ongoing donor communications/cultivation efforts
- Maintain a strong understanding of SMFB history, programs, current initiatives, and strategic priorities

Qualifications

- At least three years of experience in grant writing or institutional giving
- Track record of achieving growing revenue goals
- Experience in prospect research to secure new funding opportunities from foundations, corporations, and other institutions
- Experience cultivating institutional giving relationships
- Ability to distill complex information into coherent stories that build a compelling case for support
- Ability to develop internal systems for tracking reporting, budgeting, and editing needs for proposals and reports
- Ability to communicate effectively with internal and external constituencies
- Ability to establish priorities, navigate overlapping timelines, and meet deadlines
- Professional and positive attitude
- Experience with donor database/CRM

Work Environment

- Work is performed in an office environment with a standard office
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
- Expected to travel off-site for work-related functions
- Occasional work in a warehouse-type environment
- Ability to work occasional evening and weekend hours, as needed

South Michigan Food Bank is an equal opportunity employer committed to the principles of non-discrimination in the workplace. Candidates will not be discriminated against based on age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.