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## Manager of Foundation & Corporate Development

Full Time

30+ days ago

Management

Requisition ID: 1049

Arlington, Arlington, VA, US

Capital Impact Partners, headquartered in Arlington, VA, operates nationally, with local offices in Detroit, MI, New York, NY, and Oakland, CA. For over 40 years, Capital Impact Partners has been a not-for-profit mission driven lender that has supported the development of low-income underserved communities nationwide, focusing in five key sectors - healthcare, education, healthy foods, housing and aging. Capital Impact is also supporting the redevelopment of Detroit through multiple partnerships with banks and foundations.

### **POSITION SUMMARY:**

The Manager of Foundation and Corporate Development is responsible for developing private, corporate and public sector funding opportunities in support of Capital Impact Partners' mission, goals, and strategic priorities. The incumbent will be responsible for prospecting and researching grant opportunities nationally, and producing competitive grant proposal narratives that secure funding for Capital Impact Partners' training programs and lending initiatives. The Manager of Foundation and Corporate Development will serve as the key relationship manager for a portfolio of key funders, and must have significant working knowledge of the community development finance industry. The incumbent must be a self-starter who can develop and cultivate an organization-wide fundraising strategy, and who possesses a proven track record of developing compelling and successful proposals.

### **JOB RESPONSIBILITIES:**

Development and Fundraising:

- Collaborates with senior leadership and other divisions/departments to develop strategies and proposals that articulate clear, compelling, and

measurable cases for funding from foundations, corporations, and federal/state governmental agencies.

- Conducts extensive research to identify new funding opportunities and strategies beyond existing grant relationships.
- Develops formal communication plans and activities that build quality, year-round relationships with funders.
- Identifies grant opportunities in targeted geographic markets, and works collaboratively with local program staff to produce competitive grant applications.
- Coordinates work plans and schedules for awarded grants to ensure deliverables and outcomes are achieved.
- Completes all necessary research and compiles all required budget information for grant submissions, and ensures that grant guidelines are met.
- Manages a diversified network and contact information for funding organizations and community partners.

#### Grant Administration and Reporting:

- Assists in developing methods for ensuring compliance with grant requirements and evaluation of program outcomes.
- Collaborates with staff in the finance and compliance departments to collate information for milestone reporting, and to write and submit quarterly and/or annual progress reports to funders
- Supports the senior leadership team by maintaining fundraising reports, leading fundraising meetings, keeping staff informed regarding grant activities, and preparing documentation (i.e. minutes, agendas, reports, and other forms of communication, for meetings).
- Develops and maintain fund development calendar that includes deadlines for grant funding applications.
- Spearheads other development projects as assigned, including planning fundraising and educational events, such as awards dinners, summits, conferences, cultivation and donor appreciation events.

#### Other Duties:

- Assists with other research and writing assignments, as assigned, in areas such as public engagement or public relations.
- Attends applicable events including, but not limited to, potential funder and public events to build external relations.
- Continues professional growth by attending workshops, trainings, and other industry events to increase skill and knowledge.

## **JOB REQUIREMENTS:**

- Bachelor's degree with 5 years experience in a successful resource development, fundraising and/or Community Development Financial Institution position a plus, but not required or 9 years experience in lieu of a Bachelor's degree in a related field
- Minimum of 5 years of experience in a successful resource development and fundraising position
- Working knowledge of grant proposal writing and budgeting techniques, monitoring and compliance procedures, federal and state funding sources, and related governmental rules, guidelines and regulations
- CDFI experience a plus
- Exhibits strong skills in project management, organizing and building relationships
- Proven track-record achieving fundraising goals
- Experience identifying and securing fundraising opportunities, including foundations, banks, corporations, government agencies, major donors, and individuals.
- Strong strategic planning capabilities and ability to achieve short and long-term goals and objectives
- Demonstrated leadership and collaborative senior management decision-making capability
- Excellent written and oral communication skills
- Has basic proficiency in the use of Microsoft Office suite

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