

INSTITUTIONAL GIVING MANAGER

Sixth & I seeks an **Institutional Giving Manager** to join its growing Development team. This position advances Sixth & I's philanthropic partnerships with foundations, government agencies, and corporations, playing a collaborative role in managing approximately \$1M in revenue. Reporting to the Senior Director of Development, the Institutional Giving Manager will work across Sixth & I's fundraising, programmatic, and finance teams to meet established deadlines for grant and sponsorship related deliverables and will work to cultivate relationships with the organization's growing portfolio of foundation, government, and corporate funders. If you have experience in nonprofit development and a commitment to arts and culture, spiritual or social justice programming, we encourage you to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage Sixth & I's portfolio of foundation and government donors through the development and implementation of effective cultivation, solicitation, and stewardship strategies. Manage the grants production calendar to ensure timely submission of grant proposal, report, and stewardship materials.
- Work with the Senior Director of Development to develop comprehensive fundraising strategies designed to expand and diversify Sixth & I's current donor base, including researching and identifying new foundation and government funding opportunities.
- Develop compelling cases for support in ways that convey the mission and impact of Sixth & I's programmatic initiatives using a variety of writing styles, from the technical to the more personal. This includes but is not limited to preparing proposals, letters of inquiry, grant reports, email correspondence, presentations, and acknowledgment letters; responsibilities include drafting original copy, copyediting and proofreading, and formatting documents.
- Record and track all activity in Sixth & I's Raiser's Edge database, including prospect research, moves management, funder profiles, proposal and reporting deadlines, and philanthropic commitments received.
- Maintain a thorough knowledge and understanding of Sixth & I's wide-ranging programs. Plan and facilitate meetings with program staff to identify project needs and key messaging for funders.
- Facilitate and help prepare staff for funder site visits and/or meetings with foundation and government representatives by developing research briefs and talking points.
- Work with finance and program staff to prepare project budgets and financial reports; includes working with staff to track and manage project budgets and to monitor expenditures of grant funds.
- Work with the CEO and Chief Brand and Content Officer to develop a new corporate sponsorship program for Talks and Entertainment events. Identify prospects and sponsorship opportunities, manage team progress towards established goals, and assist with the creation of pitch decks/sponsorship materials as needed.

WHO YOU ARE

- **Experienced.** You have at least 3-5 years of experience with grant writing, grants management, corporate/foundation relations, or related work within the field of nonprofit fundraising.
- **Detail-oriented and creative.** You have superb written and verbal communication skills. You deliver work that is error-free and consistent with other external and internal communications. You're

comfortable with ambiguity, and know how to translate abstract ideas into compelling cases for support that inspire action.

- **Highly collaborative.** You have a strong aptitude for project management and cross-team engagement. You understand the importance of building relationships with program staff and external stakeholders, and you enjoy working collaboratively to develop compelling proposals and reports.
- **Fluent with finances.** You are comfortable reading and using numbers, financials, and statistics in your work. You have experience preparing budgets, reviewing financial reports, and incorporating financial information into cases for support.
- **Tech Savvy.** You have strong computer proficiency; including experience with prospect research tools and fundraising databases. Familiarity with Raiser's Edge and RENXT is a plus.
- **Organized and Efficient.** You know how to manage multiple projects and meet established deadlines. You are comfortable developing processes and systems to help guide your work.
- **Highly motivated.** You're a self-starter who knows how to turn ideas into reality. You see challenges as opportunities for creative thinking and you are comfortable pivoting when needed. You have a commitment to continuous learning and seek out opportunities for professional development as a part of your job.

What Is Sixth & I?

Sixth & I is a center for arts, entertainment, and ideas and a synagogue that reimagines how religion and community can enhance people's everyday lives. Housed within a revitalized historic space dating back to 1908 in the heart of the Nation's Capital, our unexpected mix of cultural and spiritual programs embraces the multi-faceted identities of those we serve and offers wide-ranging, eye-opening, and accessible experiences to inspire more meaningful and fulfilling lives.

Sixth & I is an equal employment opportunity employer.

Salary Range: \$65,000+ commensurate with experience
FLSA Status: Exempt

BENEFITS:

Sixth & I has a competitive benefits package that includes Health, Vision and Dental Insurance, Paid Vacation and Sick Leave, Retirement Savings w/ Matching Program, Pre-tax Transit Benefit, Paid Holidays, Parental Leave and more...

HOW TO APPLY:

Applications accepted on a rolling basis. To apply, please send a cover letter and resume to jobs@sixthandi.org with your name and "Institutional Giving Manager" in the subject line. No phone calls or emails please. Candidates will be contacted if there is an opportunity to be interviewed.