



INTERNAL JOB POSTING

MISSION STATEMENT:

Homeboy Industries provides hope, training, and support to formerly gang-involved and recently incarcerated men and women, allowing them to redirect their lives and become contributing members of our community.

ESSENTIAL DUTIES

- Maintain a portfolio of 60-70 foundation funders, including current and prospective foundation donors, with strong stewardship and cultivation.
- Oversee a development (grants) coordinator with their own portfolio of foundation funders and administrative responsibilities, including the oversight of grant workflow, funding forecasts, and stewardship activities.
- Lead internal grants communications by providing written and verbal updates on foundation fundraising to Executive Leadership Team, key staff, and the Development Committee of the Board of Directors as necessary.
- Build strong and productive relationships with programming and finance departments to identify funding opportunities, enhance proposals, and effectively steward foundation partners through strong reporting practices
- Evaluate and refine foundation giving strategies in collaboration with CEO, Chief Development Officer, Manager of Corporate Partnerships, and Director of Government Relations.
- Develop a comprehensive tracking system utilizing Raiser's Edge to ensure that foundation milestones are all met by required due dates and maintain accurate and up-to-date information in donor database.
- Expertly prepare compelling donor communications including letters of intent, proposals, sponsorship decks, reports, letters and emails.

EDUCATION AND OR EXPERIENCE:

- Bachelor's degree required; Master's degree preferred.
- Expectation of three years of professional grant writing experience, preferably in a nonprofit setting.
- Experience overseeing foundation relations activity in a complex organization and managing internal stakeholders in developing processes and culture for success in foundation fundraising.
- Strong editorial sensibility and skill set – must have high interest and tenacity in writing and editing proposals and reports.
- Highly motivated self-started with ability to embrace a spirit of entrepreneurship and speed to market in order to increase fundraising capacity.
- Excellent written and oral communication skills.
- Experience cultivating new foundation relationships.
- Knowledge of Microsoft Office required.
- Knowledge of CRM donor database systems with a preference for experience using Raiser's Edge

If you are interested in applying for this position, please submit your resume to careers@homeboyindustries.org, please send a cover letter with your salary expectations.