



[www.homeboyindustres.org](http://www.homeboyindustres.org)

**Manager of Foundation Relations**

Homeboy Industries, the 2020 recipient of the Conrad N. Hilton Humanitarian Prize, is seeking a dynamic and mission oriented individual to lead its institutional fundraising as Manager of Foundations Relations. This position is responsible for developing, managing, and implementing foundation grant strategies to meet or exceed budget goals and expand public support of Homeboy Industries (HBI). She/he will serve as the leading author for most of our grant proposals and will take the lead in building strong relationships with the foundation community in the Greater Los Angeles region and beyond to expand fundraising opportunities. Additionally, she/he will build be a champion for collaboration with programming, finance and other agency leaders to build internal capacity for foundation fundraising and play a critical role in driving the organization's total fundraising revenues forward.

This is a high-profile position offers the right individual the opportunity to work closely with the CEO, CDO and other Chief Officers to advance the essential mission of Homeboy Industries as it raises meaningful funds for several innovative initiatives in the area of youth reentry, the arts, campus expansion and housing, global advocacy, and the expansion of our core 18 month reentry program.

**Salary, Benefits & Location**

A generous salary and benefits package including an industry leading holiday time policy is available to the right individual. The ability to work remotely is a given.

**Recent Accolades**

Homeboy is the beneficiary of great momentum and just within the past year has received the Everychild Foundation annual prize (20<sup>th</sup> Anniversary), been selected by the New World Foundation as one of twelve organizations nationally to participate in a quality job creation initiative, and received the Conrad N. Hilton Humanitarian Prize, the world's largest prize of its kind.

The Manager of Foundation Relations will play a critical role in leveraging these accolades to expand Homeboy Industries' reach with institutional investors and increase support for our essential mission.

**Essential Duties and Responsibilities**

- Collaborate with CEO and CDO to develop strategy and annual plans for achieving fundraising objectives from institutional donors.
- Maintain and manage a portfolio of 75-100 foundation funders, including current and prospective foundation donors, with strong stewardship and cultivation.
- Manage a grants team including a foundation relations (grants) coordinator and outside agency 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.
- Ensure 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. Collaborate with finance and programming teams to track milestones and budgets for all grants.
- Expertly prepare compelling donor communications including letters of intent, proposals, sponsorship decks, reports, letters and emails.
- Lead research and assessment of new grant opportunities that match HBI's goals and objectives.
- Participate in Fund Development and External Relations meetings and serve on special committees as needed.

### **Skill, Experience & Education**

- Five years of professional grant and report writing experience, preferably in a nonprofit setting with a track record of leading program growth and experience managing a \$4-\$7 million budget pipeline and goal.
- A strong alignment with Homeboy Industries' mission and a passion for social justice.
- Experience overseeing institutional fundraising 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.
- Track record of working as a change agent with senior level leaders to build infrastructure and systems in enhancing organization's capacity to report and track grants.
- Highly motivated self-starter with ability to embrace a spirit of entrepreneurship and flexibility in order to increase fundraising capacity in a deadline driven environment.
- Experience cultivating new foundation relationships.
- Knowledge of Microsoft Office, CRM donor database systems with a preference for experience using Raiser's Edge.
- Bachelor's degree required, Masters degree preferred.