

We are Good+Foundation.

POSITION SUMMARY

Good+Foundation is a leading national non-profit that works to dismantle multi-generational poverty by pairing tangible goods with innovative services for low-income fathers, mothers, and caregivers, creating an upward trajectory for the whole family. The organization partners intensively with a vetted network of social service programs to pair goods – such as cribs, car seats, and diapers – with counseling, employment assistance, co-parenting classes, and more. With operations in New York City and Los Angeles, Good+Foundation has provided more than \$95 million in essential goods since 2001. In recent years, Good+Foundation has added microgrants to its in-kind donation model, providing nearly \$900,000 in cash assistance to date. In 2022, 91 percent of every dollar spent went directly into Good+ programs. Visit www.goodplusfoundation.org for more information.

The **Director of Foundation Giving** will be responsible for leading and developing the fundraising strategy to maintain, diversify, and expand the organization's portfolio of foundation funders. The ideal candidate will take proactive, forward-thinking, and active ownership of the fundraising strategy for foundation giving with a focus on sustained revenue generation - the goal for the portfolio in 2023 is \$1.8 million in annual revenue. They will need to be self-motivated and develop a deep understanding of all organizational operations and programs to inform well-rounded grant proposals and reports and have exceptional writing and presentation skills and an ability to build client relationships and manage complex projects. A willingness to be a team player and a good sense of humor is necessary.

This role reports to the VP of Development and works closely with the Good+ Development/Marketing and Program teams.

PRIMARY RESPONSIBILITIES

Area #1: Lead and develop fundraising strategy and expand the Good+Foundation grant portfolio

- Lead & develop fundraising strategy to maintain, diversify, and expand the organization's portfolio of foundation funders, synthesizing Good+Foundation's complex program, activities, and data into clear, compelling presentations, proposals and reports
- Maintain a personal portfolio of approximately of three dozen funders, and support the VP of Development and the CEO with managing and administering their combined portfolio
- Steward current grants to ensure proper fulfillment of all grant requirements; research potential grant opportunities and strategize tying funder focus areas to Good+Foundation's work, and write proposals for new grant opportunities
- Create preparatory documents for donor calls and subsequent recap notes
- Complete, send and file tax acknowledgement and thank you letters for all incoming grants

Area #2: Oversee grants calendar and related knowledge/document management and proactively initiate interdepartmental coordination and collaboration in support of the Good+ mission

- Oversee and maintain grants calendar of deadlines, shared with relevant colleagues
- Oversee and maintain foundations folder on internal server with documents related to grants to ensure proper financial accounting
- Prepare detailed, grant-specific budgets in collaboration with Director of Finance and Administration and Chief Program and Operations Officer to ensure adherence to Good+ mission and goals
- Assist Development Team as needed through on-site support of fundraising events, national convenings, etc.
- Attend relevant seminars and training events when available, taking detailed notes

PREFERRED EXPERIENCE & COMPETENCIES

- 4-6+ years' experience with relationship management, proposal writing and grant coordination; fully versed in grant life cycle and processes
- Experience assessing request for proposal (RFP)/RFQ packages for requirements to ensure compliance with all submission requirements
- Experience preparing and managing proposal development schedule from pre/post RFP to submission
- Experience developing proposal outlines aligned with specified scope of work and evaluation criteria described in grant application
- Experience conducting proposal kickoff meetings, proposal reviews and necessary logistics for timely proposal submission
- Experience creating variety of written products and deliverables in timely manner
- Exceptional written & verbal communication - clear, crisp, accurate, & timely communication & synthesis of programmatic achievements
- Proactive relationship-building internally & externally - ability to find and create opportunities to deepen connections and build authentic, mutual relationships with teammates & donors
- Strategic mindset - proactive, forward-thinking, & active ownership of foundation giving and grants strategies
- Database management skills (previous Salesforce experience preferred)
Proficient with Microsoft Office, Word, PowerPoint, and Excel

Salary: \$90,000-\$100,000, with a benefits package that includes fully covered health insurance, a 403(b)-retirement plan with a 3% match after two years of employment, FSA and childcare spending accounts, 14 paid holidays, 3 weeks of paid personal and vacation time, and six paid sick days.

Location: This is a hybrid position - the position will be onsite 3 days a week at either our NY office located in Manhattan's Garment District (preferred), with the possibility to also work out of our LA office in West Adams.

To apply: Please email your resume, cover letter, and a writing sample to Eve Blane at eve@goodplusfoundation.org.