



## Position Description

<b>Position Title:</b>	Foundation and Donor Relations Manager
<b>Department:</b>	Advancement
<b>Reports To:</b>	Vice-President of Advancement
<b>FLSA Status:</b>	Exempt
<b>Compensation:</b>	\$60,000-\$80,000

### SUMMARY

The Foundation and Donor Relations Manager at ICCF Community Homes will manage the full grant process, which includes building out the structure of all grants beginning with prospect research, gathering documentation, proposal writing, submission, and grant reporting in order to provide stable operations and continuous responsiveness to the community's affordable housing and related services needs.

ICCF Community Homes is the oldest nonprofit affordable housing developer in Michigan. We envision a vibrant West Michigan with connected neighbors, housing justice and abundant opportunity. ICCF believes all people deserve safe, beautiful affordable housing. We serve over 2000 people each year with affordable housing options and supportive services. Our mission is Equitable Opportunity, Affordable Homes, Thriving Neighborhoods.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### Foundation Relations

- Retain, engage, cultivate, and secure new gift resources locally, regionally and nationally.
- Manage the submission of foundation and corporate grant proposals in a timely manner.
- Build the overall portfolio with qualified prospects from across all revenue channels (public, private and corporate).
- Plan, manage and collaborate (with program, finance, real estate or other staff) as well as compose and submit required reports to funding sources as stipulated by each grantor.
- Understand and interpret financial documents including but not limited to budgets, audited financials, 990, annual reports, endowment etc.
- Maintain a central file of all current and prospective grants, tracking individual application and response timelines as well as changes in giving guidelines.

### Donor Relations (Foundations, Corporations & Churches)

- Grow revenue with strategic focus on retaining and upgrading donors while building a pipeline of prospects.
- Build the overall portfolio with qualified prospects from across all revenue channels (foundations, corporations, churches, etc.).

- Contribute to oversight of daily and long-term funding activities for ICCF.
- Consistently recognize gifts in ways that are meaningful to donors.
- Regular contact with foundations and donors.
- Accurately track and measure all fundraising and donor prospecting activity.
- Manage a portfolio of at least 50 relationships.
- Provide information and support for the giving, learning and serving opportunities for Church and corporate relationship activities (including presentations, speaking engagements, mission fairs, etc.) and ensure that this is carried out in a timely fashion.

### **General Advancement Responsibilities**

- Assist with Advancement Team special events and publications i.e. newsletters, annual reports, event programs, etc.
- Attend weekly Advancement Team, department, project and fund development meetings, as appointed.
- Partner with the team and the CEO to cultivate regional relationships.

### **SUPERVISORY RESPONSIBILITIES**

None

### **SUCCESSFUL CANDIDATES WILL POSSESS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must affirm Corporate Statement of Identity.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from a four-year college or university; or a minimum of five (5) years related experience and/or training; or equivalent combination of education and experience. Special training and/or experience in grant proposal writing required. Knowledge of Raiser's Edge, grant software, prospecting tools and competency in Microsoft Office.

### **LANGUAGE SKILLS**

Excellent written and verbal communication skills. Must have an excellent command of the English language.

### **MATHEMATICAL SKILLS**

Must be able to decipher and present data to be applied in fundraising applications.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Certified fundraising professional preferred.

**PHYSICAL DEMANDS**

Read, speak, talk, hear.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Hybrid work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**To apply, please send a cover letter and resume to [hr@iccf.org](mailto:hr@iccf.org).  
ICCF Community Homes is an EEO Employer.**