



Director of Institutional Giving and Contracts Management

JOB DESCRIPTION

CLASSIFICATION: Management	SALARY DOE/DOQ
DEPARTMENT: Development & External Affairs	FLSA STATUS: Exempt
REPORTS TO: VP, Development & External Affairs	

Summary: The Director of Institutional Giving and Contracts Management plays a central role in Bet Tzedek's growth and sustainability by developing strategies and tactics to build and maintain resources to support Bet Tzedek programs with a focus on foundation and government funding sources. The position is responsible for the centralized grants and contract management functions of both government and foundation funding sources, serving as a key link between the Legal Programs, Finance and Administration, and Development teams. This position oversees all aspects of grants and contracts management, including contract procurement, compliance monitoring, the coordination of data collection, analysis, reporting, evaluation, and program audits with frontline staff. The Director secures more than \$3 million in grant funds annually, including a high percentage of renewal funding, covering the full range of the agency's legal services.

Reports To: Vice President, External Affairs

Collaborates with: Bet Tzedek staff, funders, community partners

Member of: Bet Tzedek Development and Management teams

Supervises: Two (2) Grant officers; One (1) part-time data entry and reporting position

Essential Duties and Responsibilities include the following:

Grant Writing and Reporting

- Directs proposal development, including research, data collection, writing and budget development for over 50 grants each year.
- Supervises the creation of grant narratives, budgets, and reports for Bet Tzedek leadership, board, and other stakeholders.
- Manages yearly calendar of both public and private grant activities to ensure timely applications, required reports, and all other submissions.
- Leads project management activities related to the grants reporting calendar.
- Creates and manages timetables and deadlines.

Grant Strategy and Fund Development

- Plans, researches, monitors, and assesses new funding opportunities and provides recommendations.
- Leads and/or participates in the development of new program and project concepts,

including narrative descriptions and budget.

- Leads the preparation, writing, document assembly and submission of new applications, proposals, and bids, managing input from Legal Programs and Finance and Administration staff as appropriate.
- Cultivates relationships with foundation, corporate, and public funders.
- Conducts appropriate prospect research on public and private grant makers locally and nationally to identify funding opportunities in line with the agency's strategic program goals and priorities.

Contracts Management

- Coordinates the policies and procedures for managing all aspects of publicly and privately funded grants and contracts, including startup, renewals, amendments, modifications, closeouts, reporting, compliance, quality assurance and audits.
- Works with appropriate staff members to provide detailed reporting on outstanding government and private contract receivables as well as maintain and track staffing allocations and spending.
- Serves as liaison between the legal teams and the grantors for program related issues.
- Ensures uniformity of grants and contracts compliance.
- Facilitates the development of quality assurance systems to monitor and track grant requirements and deliverables; supports program audit requests by government funders in coordination with F&A staff.
- Prepares staff as appropriate for funder site visits.
- Provides training(s) to litigation managers and program staff in related areas of performance, compliance and reporting.

Administrative

- Actively participates with other managers in the leadership team meetings.
- Attends staff and department meetings.
- Performs other duties as assigned.

Competencies

- Mission driven.
- Strategic thinker, able to conceptualize, lead and execute complex projects and effectively convey their impact to various audiences.
- Excellent project management skills.
- Excellent written and verbal communications skills; strong presentation and persuasive writing skills.
- Demonstrated experience and skill in supervision.
- Excellent relationship management skills; able to interact professionally with a diverse population of stakeholders, colleagues and potential or current funders.
- Able to manage multiple projects in a very fast-paced, performance-oriented environment.
- Outstanding research and analytical skills.
- Excellent organizational skills with attention to detail, accuracy, and ability to meet deadlines and objectives.
- Strong computer proficiency in: MS Office Suite, Raiser's Edge and/or RE NXT; Relational databases, internet research search engines.
- Demonstrated experience in managing operational metrics.

Qualifications

- Bachelor's Degree and at least five years previous experience with some or all of the

duties.

- Demonstrated success in both public and private grant proposal writing.
- Experience directing and supervising both staff and contractors.
- Willingness and ability to work occasional evenings and weekends as needed.
- Reliable transportation to attend offsite meetings and functions.

How to Apply

Email a letter of interest and resume to resume@bettzedek.org, subject line "DIRECTOR INSTITUTIONAL GIVING AND CONTRACTS MANAGEMENT." Resumes submitted without a cover letter will not be considered. **Please, no phone calls.**

To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.