

Senior Institutional Giving & Contracts Lead (Temporary)

JOB DESCRIPTION

CLASSIFICATION: Non-Union Temporary	SALARY DOE/DOQ
DEPARTMENT: Development & External Affairs	FLSA STATUS: Exempt
REPORTS TO: VP, Development & External Affairs	

Summary: The Senior Institutional Giving & Contracts Lead 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, and evaluation.

Grant Writing and Reporting

- Directs proposal development, including research, data collection, writing and budget development.
- Oversee the creation of grant narratives, budgets.
- Manages calendar of public and private grant activities and ensures timely applications and required reports.
- Creates and manages timetables and deadlines.

Grant Strategy and Fund Development

- 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.
- 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.
- Ensures uniformity of grants and contracts compliance.

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 bettzedek.4E.61D@applynow.io subject line "Temporary Senior Institutional Giving & Contracts Lead." 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.