

Position: Director of Institutional Giving, Mikva Challenge - Chicago Chapter

Mikva Challenge is a nonpartisan, nonprofit organization whose mission is to develop community leaders and engaged, informed, active citizens. We are a dynamic youth empowerment agency that provides high school students with unique civic learning opportunities and "hands-on" experiences in political campaigns, public policy advocacy, government internships, and youth activism programs.

Named for Chicago leaders Abner and Zoe Mikva, the organization has grown quickly in its 18 years and now operates in high schools in Southern California and Washington, DC as well as in Chicago, serving 8,500 students annually. Currently, Mikva Challenge Chicago has 25 full time staff with an operating budget of \$2.6M.

Mikva Challenge is seeking a highly skilled candidate for Director of Institutional Giving who brings management experience and a passion for our youth civic leadership work. The ideal candidate will have strong relationship-building abilities and is a diligent steward of new and existing funder relationships. The candidate will possess excellent written and verbal communication skills, is a confident multi-tasker, and is capable of successfully managing multiple deadlines.

The Director of Institutional Giving will assist the Chief Development Officer in meeting the organization's annual income goals by overseeing our growing portfolio of institutional funders (including foundation, corporate, and government partners), which in the coming fiscal year will approach \$1.8M. Managing this portfolio includes writing high quality grant proposals, concept papers, and grant reports; partnering with the organization's leadership team on funder cultivation and stewardship; identifying prospective institutional donors to the organization; and maintaining a database of institutional funders, gifts, and deadlines. We are seeking an individual who is not only highly organized and skilled, but who is also eager to bring his or her own ideas to the table and provide effective, proactive strategies for engaging institutional funders.

This position is part of a Development and Communications Team, supporting all fundraising efforts and internal processes to help Mikva Challenge achieve annual revenue goals.

Some weekend/evening work time will be required. The Director of Institutional Giving position is directly supervised by the Chief Development Officer. The development department is supervised by the Chief Executive Officer, who is supervised by the President/National Director.

Specific responsibilities include:

Manage the institutional giving portfolio of foundation, corporate, and government grants to the organization

- Oversee a portfolio of over 40 foundation and government grants/contracts including: LOIs, proposals, renewals, and end of cycle reports.
- Serve as the organization's primary writer of compelling proposals and reports about Mikva Challenge's action civics programs.
- Lead the development and execution of targeted stewardship strategies for existing donors and cultivation strategies for new donors.

- Conduct detailed prospect research on foundation, corporate, and government grant makers and work with Chief Development Officer, the Chief Executive Officer & the President/National Director to identify potential targets.
- Attend meetings and site visits with prospective and current institutional funders.
- Effectively manage and support the participation of senior leaders and program staff in program fundraising, including cultivation and stewardship of donors to their programs.
- Maintain a database of institutional funders that includes deadlines, funding interests, and key relationships.
- Collaborate with Chief Operations Officer and the Chief Program Officer on preparing timely, detailed reports for grants and contracts.
- Stay up-to-date on issues and news relevant to our work including developments in the education, civic engagement, and youth development sectors. This includes following research and news as well as attending presentations and convenings of other agencies in the field of action civics.
- Report to Board Development Committee on grant fundraising strategies and, with the Chief Development Officer, engage Board members in donor cultivation and stewardship.
- Support other members of the Development Team on efforts related to individual giving, special events, and communications as needed.
- Other duties as needed

General Mikva Responsibilities

- Attend all major Mikva programmatic, fundraising, and volunteer engagement events per year.
- Attend weekly staff meetings, bi-weekly Development team meetings, and an annual staff retreat.

Requirements:

- A minimum of five years' experience in nonprofit fundraising
- Bachelor's degree
- Extensive and proven grant writing experience

Qualifications:

The ideal candidate will have excellent written and verbal communication skills, a high degree of personal organization and accountability, and comfort in working with executive-level members of an organization. Leadership and supervision experience preferred. Candidate must have a record of working well collaboratively and be prepared to bring his/her own ideas to the table. Mikva Challenge is an equal opportunity employer and we highly value diversity in our workplace.

We offer a competitive salary and benefits package commensurate with experience. Candidates chosen to be interviewed should be prepared to offer three professional references and a writing sample upon request. Interested candidates should please send a resume and cover letter to jobs@mikvachallenge.org. This position will remain open until it is filled. **Please, no phone calls.**