



## POSITION SPECIFICATION

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**POSITION:** Manager, Institutional Giving

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**ABOUT THE ORGANIZATION:** Our client, **Turnaround for Children** (“Turnaround”), is a not-for-profit organization based in New York City that partners with high-poverty, low-performing public schools to create positive learning environments that foster healthy intellectual, social, and emotional growth in *every* student.

Turnaround’s School Transformation Model is designed to address schools’ recurring and predictable barriers to learning. The model targets gaps in teaching and leadership preparation and re-tools schools at an organizational level to drive and sustain academic achievement gains. The organization’s model was developed through work in more than 60 high-poverty schools in the Northeast and is helping communities make breakthrough improvements to close the achievement gap.

Today, our client works in partnership with the NYC Department of Education (NYC DOE), the District of Columbia Public Schools (DCPS) and has been designated a “Priority Partner” by the Massachusetts Department of Elementary and Secondary Education. With support from major foundations and philanthropists, Turnaround is replicating its school transformation model across the northeast.

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**ABOUT THE POSITION:** Generous institutional support has provided Turnaround with both general and restricted funds to ensure a margin of excellence for all its programs, launch new program initiatives, and leverage funding from public sources. Turnaround expects to raise approximately 60% of its total budget, or \$5.5 million, in foundation support this year. Going forward, Turnaround plans to grow its operating budget by \$2 million per year.

In light of these plans for program and budget expansion, the position of **Manager of Institutional Giving** is central to helping the organization achieve its ambitious goals. The Manager will oversee all details of the proposal development process for new and existing funders and will be expected to become the administrative liaison to each funder. S/he must be a confident

writer and able to work across the organization and partner closely with field and research staff, as well as with the Executive team. The Manager will ultimately be responsible for synthesizing the diverse knowledge present in the organization to develop articulate, compelling proposals. Writing must also incorporate a sophisticated understanding of national trends and issues in the transformation of low-performing, high poverty schools, and the delivery of mental health and other services for children living in poverty.

The Manager of Institutional Giving will report to the Vice President, External Affairs and work closely with the President/CEO and Chief Operating Officer to manage all aspects of foundation fundraising, including proposal and report writing, maintaining a grants calendar and acting as administrative liaison with funders.

#### Key Responsibilities:

- Implement Turnaround's institutional fundraising strategy developed with the Vice President of External Affairs, through preparing, maintaining and implementing fundraising work-plans and by managing the follow-up process on all items related to institutional support.
  - Write and edit proposals, presentations, letters and other fundraising material in a clear, concise, compelling and strategic manner consistent with Turnaround's goals.
  - Carry out research to develop and maintain a thorough knowledge of existing and potential funders and collaborate in shaping appropriate strategies for obtaining funding from each.
  - Manage the timing, preparation, and submission of reports to funders.
  - Track all aspects of grants to assure timely renewals.
  - Work collaboratively with Turnaround colleagues for input, knowledge and skills with the goal of achieving consistently successful fundraising results.
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**CANDIDATE  
REQUIREMENTS:**

Successful candidates will have a significant level of grant writing or foundation fundraising experience, superior writing skills, and a demonstrated commitment to social justice. They will also possess all of the following qualifications:

- Bachelor's degree required.
- Demonstrated project management and collaborative skills required to work across an organization to produce high quality proposals.
- Successful track record of developing complex education, anti-poverty or social policy proposals to sophisticated foundations, or compelling evidence of an ability to do this from other experience.
- Demonstrated ability to write and edit high-quality proposals, letters and briefing materials; superior ability to use persuasive writing techniques.
- Outstanding attention to detail, including proposal content, deadlines, reporting and compliance.
- Experience researching and identifying prospective institutional funders to support local and national work.
- Ability to think creatively about a variety of funding opportunities that have the potential to align with Turnaround's mission beyond the field of education reform (e.g., mental health, children's health, policy, etc), and to develop competitive proposals that leverage donor interests with Turnaround's goals.
- A strong inclination and capacity to collaborate with diverse colleagues, and a commitment to social justice, particularly issues of public education and the elimination of poverty.

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**LOCATION:** New York, NY

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**COMPENSATION:** Salary commensurate with experience.

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