

OutFront Minnesota Manager of Grants & Institutional Giving Job Description

Position: Manager of Grants & Institutional Giving, 3+ years experience

Salary: \$55,000

Are you interested in putting your talent to work for LGBTQ+ equity and justice at OutFront Minnesota? We're looking for a motivated critical thinker to join OutFront Minnesota's engaging and inspiring team as Grants Manager. The right candidate will join a dedicated, passionate staff and board who are deeply committed to making Minnesota a state that is equitable and affirming for all LGBTQ+ people. OutFront has a respectful and collaborative work environment, where excellence, continuous learning, and creativity are highly valued.

Position | Manager of Grants & Institutional Giving

Work Hours | Full-Time, Non-exempt; including some evenings and weekends for events | with healthcare, dental, & vision options, vacation, and other benefits

Reports to | Development Director

Organization Background

OutFront Minnesota is the state's largest organization advocating for and serving lesbian, gay, bisexual, transgender, and queer (LGBTQ+) Minnesotans. Founded in 1987, OutFront Minnesota's mission is to create a state where LGBTQ+ people are free to be who they are, love who they love, and live without fear of violence, harassment, or discrimination. OutFront is leading Minnesota toward LGBTQ+ equity through a combination of public policy, community education, direct service, organizing, and policy advocacy. The overall goals of our work are to: (1) strengthen the movement for LGBTQ+ equity; (2) develop leaders who can organize others to work toward LGBTQ+ liberation; (3) win over the hearts and minds of Minnesotans.

On a day-to-day basis this job will manage and report on private, corporate, and government grants and contracts to support the overall development goals of the organization. This full-time position will also work to grow organization revenue with new and strategic funding opportunities, as well as supporting overall development department efforts.

Job Responsibilities

Portfolio Management

- Maintain a portfolio of grant relationships generating revenue across corporate, community, family, and private foundations, and government grants and contracts, including generation of written content and proposals
- Assist Director of Development with annual financial forecasting related to Foundation support
- Set and track progress toward annual revenue goal, keeping leadership informed of any changes to expected funding
- Monitor payment schedules and reporting requirements of multi-year commitments; work with funders to ensure timely payment of pledges and submission of reports
- Use Every Action database to track proposal activity, maintain records and generate reports as required

Grow institutional support

- Prospect and pursue other funding, including government grants and contracts and foundation funding
- Identify and review relevant research, including queer and trans healthcare & health outcomes, LGBTQIA+ youth issues, and violence against LGBTQIA+ communities
- Research eligibility requirements for potential new funding opportunities

Manage reports and institutional relationships

- Establish, maintain, and grow relationships with Foundation and government partners and prospects
- Serve as the primary contact for institutional relationships
- Prepare OutFront staff and leadership for site visits and presentations
- Attend site visits with institutional funders
- Manage donor recognition and fundraising stewardship by identifying and including key individuals from institutional funders

Other duties as requested

- Support Development and organization staff during periods of high activity or as requested

Requirements

- A minimum of three years of grant writing and portfolio management in the nonprofit sector
- Experience with government grants preferred but not required
- Exceptional written and oral communication skills
- Love of continuous learning

- Experience working with communities of color and grassroots organizations, with a nuanced understanding of systemic oppressions
- Excellent institutional development strategy, planning, and funder cultivation abilities
- Ability to set and meet ambitious fundraising goals and to adapt strategies as needed to ensure success
- Strong prioritization, organization, problem solving, and decision-making skills
- Friendly, positive, team-oriented
- Proven competence as a database user
- Strong commitment to equity for LGBTQ+ people including people of color, trans and non-binary people, people with disabilities, youth, elders, and women
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations

Please submit your cover letter and resume to jobs@outfront.org. Include “Manager of Grants & Institutional Giving” in your subject line. Interviews will be scheduled on a rolling basis and this position will be open until filled. Interviews will be conducted via video call. Applications submitted by **October 8th, 2021** will be given priority consideration.

Compensation is \$55,000 annually as well as a retirement plan, paid vacation, and benefits. This is a full-time position with varied weekend and evening requirements as well as possible travel around the state of Minnesota. During COVID-19 our staff has been working remotely, and we will reevaluate returning to the office and reengaging in travel opportunities when it is safe to do so.

OutFront Minnesota is deeply committed to social, racial, gender, and economic justice. We strongly encourage persons of color, women, trans folks, queer people, and those who are unemployed or underemployed to apply.