



## **Institutional Giving Coordinator**

The Fresh Air Fund has provided free summer experiences in the outdoors to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children either visit volunteer host families in rural and suburban communities along the East Coast and Southern Canada or attend six Fresh Air camps in New York's Mid-Hudson Valley. Young people also participate in year-round leadership and educational programs. In Summer 2020, during the difficult realities of COVID-19 and the economic crisis, The Fresh Air Fund reimagined summer and developed new in-person and virtual summer models to support youth in New York City.

### **Position Summary**

**The Fresh Air Fund (The Fund) seeks an Institutional Giving Coordinator.** The person in this role manages a portfolio of private and corporate foundations and will support The Fund's growing government portfolio. This role will be responsible for building relationships with and cultivating current and prospective foundation donors with a goal of increasing foundation revenue.

The Institutional Giving Manager reports to the Director of Development and will work closely with the Corporate Engagement Coordinator and other members of the Development Team. This is an in-person position based in our New York City office.

### **Essential Duties and Responsibilities**

- Work with Director of Development to cultivate, build and maintain a pipeline of institutional funders;
- Manage a portfolio of funders, writing letters of inquiry, proposals, renewal requests, and all reports;
- Collaborate with other team members as needed to develop strategic and compelling grant applications;
- Manage the proposal and report deadlines for a set of program areas by maintaining and updating The Fund's grant calendars and action sheets;
- Coordinate the successful completion of multiple proposal and report deadlines with senior development team and program managers;
- Maintain accurate donor records and files;
- Identifying new sources of support for The Fund's general operations and for priority programs through prospect research for new private foundation funders and the review of government RFPs;
- Develop effective working relationships with program colleagues and keep up-to-date on all aspects of assigned programs in order to provide compelling and meaningful information to current and prospective funders;
- Collaborate with Finance team to complete government contract packages; and
- Assist with donor events in NYC and at The Fund's camps in the Mid-Hudson Valley.

## **Qualifications**

- A pronounced and profound passion for The Fresh Air Fund's work and mission;
- 1-2 years fundraising or other relevant experience with a heavy emphasis on writing;
- Bachelor's degree required.
- Superior writing and communication skills, with emphasis on proposal writing;
- Excellent time management skills and ability to manage multiple projects and effectively set priorities;
- Excellent critical thinking skills; ability to create coherent logic models for funding proposals, based on analysis of program design, while integrating the nuances of funders' particular interests;
- Ability to work efficiently in a deadline-driven environment;
- Excellent donor relations skills;
- Ability to work independently and as an effective member of a team;
- Ability to work with and relate to board members, foundation/government contacts, and program directors; and
- Experience with CRM/donor management systems, tracking donor engagement strategy and reporting results.

All Fresh Air Fund employees must be fully vaccinated against COVID.

## **Salary & Benefits**

The salary range for this role is \$45,000-\$55,000 and is commensurate with experience. The Fresh Air Fund offers a generous benefits package including medical, dental and vision insurance, flexible spending accounts, and employer and employee retirement contribution plans.

## **Application Instructions**

To apply, please submit an [Institutional Giving Coordinator](#) application and cover letter. Applications without a cover letter will not be considered. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

*The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.*