**Position Description**

**TITLE:** Director of Institutional Support

**CLASSIFICATION:** Full-time, exempt

**SUPERVISORY RESPONSIBILITIES:** No

**REPORTS TO:** Chief Development Officer

**LOCATION:** Washington, DC

**Job Summary:**

United Cerebral Palsy’s national office in Washington D.C. seeks a Director of Institutional Support to lead development and implementation of partnership building, focusing on corporations, organizations and private foundations. This position works to develop relationships with institutions that will lead to increased financial support for UCP's mission of advancing the independence, productivity and full citizenship of people with disabilities. The Director of Institutional Support must develop and nurture lasting relationships with current partners and new funding prospects, developing business to result in increased revenue generation for UCP.

**Specific Duties and Responsibilities:**

* Work closely with the Chief Development Officer and other UCP leadership to identify, cultivate and solicit foundation and corporate supporters to provide funding for UCP programs and initiatives including *My Life Without Limits* and *My Child Without Limits,* event sponsorships and unrestricted support.
* Create an integrated identification, cultivation, solicitation and stewardship process for all institutional supporters of UCP.
* Coordinate activities with program officers -- Public Education/Outreach, Life Labs/Technology and Public Policy/Advocacy -- to develop opportunities that generate revenue in support of UCP’s mission and programming.
* Research, develop and manage a portfolio of prospective institutional supporters.
* Design and draft LOIs, grant proposals and grant reports for institutional supporters and prospects.
* Lead strategy for cultivation and solicitation of a portfolio of varied institutional donors and prospects and, when appropriate, provide support and ensure that relevant UCP development staff and leadership implement these strategies.
* Develop and implement strategies to meet fundraising benchmarks including strong renewal rates, aggressive prospecting, and increased revenue.
* Proactively identify expanded opportunities for institutional funder participation with UCP programs and affiliates to deepen partnerships.
* Create compelling cause-related and sponsorship opportunities and tailor them to meet corporate priorities, including the preparation of budgets.

**Qualifications:**

* 7 yrs+ of experience of business development and/or institutional giving, either in the for-profit sector but working with non-profits, or in the not-for-profit sector.
* Demonstrable knowledge and experience working in foundation or corporate relations within a nonprofit development operation or directly from a foundation or corporate setting; proven record of business development and creating business opportunities.
* Track record of exceeding client/customer needs and expectations.
* Exceptional presentation skills and comfort with direct solicitations.
* Proven experience reaching and exceeding revenue generation goals.
* Strong written and verbal communication skills including experience composing successful fundraising appeals, business correspondence, and grant proposals.
* Commitment to advancing life without limits for people with disabilities; familiarity with the disability community a plus.
* Experience working with development/organizational database systems such as e-Tapestry, Raiser’s Edge, Salesforce, Microsoft CRM desirable.

**Competencies:**

* Business Experience/Acumen.
* Customer/Client Focus.
* Strategic Thinking.
* Leadership Skills.
* Teamwork Orientation.
* Ethical Conduct.
* Creativity/Flexibility.
* Communication Proficiency.
* Grant Writing.
* Organizational and Collaboration Skills.

**Supervisory Responsibility:**

At present, this position has no supervisory responsibilities.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.