



## Director of Institutional Giving

UCP Seguin of Greater Chicago believes that all people, regardless of ability, deserve to achieve their potential, advance their independence and act as full members of the community. We stop at nothing to provide life skills training, assistive technology, meaningful employment, and a place to call home for people with disabilities. We also give a home to children and adolescents, with nurturing foster care from birth to 21, including specialized care for children with behavior or medical challenges. Our specialized assistive technology and accessibility services allow us to serve more people, advancing independence and promoting inclusive opportunities for thousands of children and adults with disabilities. Infnitec, with its partners, provides invaluable training, equipment and access to specialists and resources. Our innovative programs leverage the latest technology, but the individuals we serve come first in everything we do. **Our goal: life without limits for people with disabilities.**

### Role Description

The Director of Institutional Giving provides leadership, direction, and strategic management for growing the comprehensive institutional giving program to meet ambitious annual operating, campaign, and special project goals, through establishing and maintaining effective funder relationships, and ensuring program implementation. The Director of Institutional Giving is also responsible for fulfilling required reports and conducting analyses; assisting in the management and coordination of the institutional grants process from development to closeout; researching funding sources, global and national trends, exemplary practices, and relevant issues; and overall supporting successful efforts to obtain and manage external funding that will advance the Agency, as well as other institutional grants activities on behalf of UCP Seguin.

The Director of Institutional Giving will oversee the grant writing team and work closely with other departments to identify and secure funding opportunities. Act as lead grant-writer addressing the following areas: private corporate/foundation grants, state and federal competitive grants, special county/municipal government grants, area mental health board grants, and donor advised funds.

### Role & Responsibilities

The Director of Institutional Giving will be responsible for revenue driven by institutional philanthropic partners and sources - including foundations, companies, and public sources - to maximize financial donations that help UCP Seguin achieve its strategic and organizational goals.

- Develop and implement an annual grant submission plan, based on sustaining current funders while exploring new opportunities in sync with the organization's strategic direction and identified needs.
- Work with appropriate organizational staff to develop project/program descriptions, outcomes and budgets for various grant proposals prior to submission, and with same parties upon funding approval to ensure implementation of funded project/program.
- Manage post-award contracting requirements, including developing work plans, scopes of service as well as develop and review memoranda of understanding; advise on grant compliance, including informing project staff and leadership of grant requirements, grant compliance timelines, and contractual obligations; support

funder site visits and audits, including coordinating with project leadership and finance staff to ensure that required documentation is complete and accurate.

- Maintain an accurate database of activities related to proposal development, submission and related to other grant department projects and events.
- Communicate with program officers of funding agencies and sources, external partners engaged in proposal development, and with other funding organizations to facilitate grants development and management, as needed.
- Provide in-depth research and analysis of potential funding sources, including corporations, private foundations, and public agencies, identifying those appropriate to support institutional priorities and programs that match funding Agency interests and maximize fundability.
- Assist the Development Department Team as appropriate in connecting with or facilitating contributions with identified major donors or major donor prospects.
- Represent UCP Seguin as needed in events/consortia gatherings conducted by public and private funders.
- Continue to work with other support departments (Finance, Property Management, HR, etc.) as needed to provide and secure information associated with funding entities, auditors, and other outside parties.
- Provide input to the Chief Development Officer and finance staff as part of annual budgeting process to project grant funding streams and anticipated revenue.
- Other duties as assigned.

### **Education**

- Bachelor's Degree required, Master's Degree preferred in Education, Social Sciences, Management, Project Management, Communications, or related area preferred; at least 5 years of professional experience in nonprofit fundraising; pertinent and successful experience in non-profit fund development and grant-writing

### **Preferred Skills & Qualifications**

- Excellent written and verbal communication skills.
- Proven track record of securing major gifts from foundations, corporations, and government agencies.
- Significant experience in grant-writing for nonprofits - preferably in the areas of developmental disabilities, child welfare and/or educational training and resources, with demonstrable evidence of outcomes produced.
- Experience with fundraising data management systems; Blackbaud Raiser's Edge NXT is preferred; knowledge of Grants.gov, the System for Award Management (SAM.gov), online proposal systems, and foundation research programs preferred.
- Demonstrated understanding of the fundraising landscape for nonprofits.
- Strong analytical, writing, and strategic thinking skills.
- Experience working on a team of fundraising professionals.
- Ability to work collaboratively with other departments to achieve shared goals.
- Passion for the mission of UCP Seguin of Greater Chicago.

This is a full-time position, located in Cicero, Illinois (suburban Chicago).

If interested in applying for this position or for more information, please contact:

**Julie Lerch**

Chief Development Officer

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708.222.4253 - direct

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