



Institutional Giving Manager Job Description

CAA AV: Organizing Asian Communities is seeking an Institutional Giving Manager to support the organization's institutional giving fundraising. The Institutional Giving Manager is primarily responsible for grant writing and submission, maintaining grant and contracts systems, and prospecting and maintaining funder relationships. This role will work closely with the Development team and with organizers to compile and draft communication for funders.

About CAA AV

CAA AV's purpose is to develop the leadership of working class Asian immigrants to make a significant intervention in the gentrification of NYC by building neighborhood power in Chinatown and Queens. Chinatown and Queens are neighborhoods where Asian immigrants are the fastest growing driving force of the working class, and could potentially shift the long-term political landscape of the city. Our strategy is to build neighborhood power to (1) defend our neighborhoods by fighting against luxury development; (2) fight for more housing for the working class in these neighborhoods; and (3) build enough power to constrict our opposition, the real estate industry.

Responsibilities

The Institutional Giving Manager's specific responsibilities include, but are not limited to:

- **Grant Management**
 - Draft compelling narrative proposals for institutional funding submissions that communicates CAA AV's organizing and values and is in accordance with funding specifications, with support from the Deputy Director and Executive Director
 - Work with the Finance and Operations Manager to create budget proposals, generate financial reports for funders, and inform grant allocations
 - Work with organizing staff to ensure that grant proposals and reports have the most up to date and necessary information
 - Conduct research to identify new funding opportunities and working with the Executive Director and Deputy Director to cultivate new funder relationships
 - Maintain an up to date contact list for all program officers and foundation contacts and coordinate all funder communications and site visits (including quarterly outreach, Funder Breakfasts, etc.)
 - Participate in phone calls, in-person meetings and site visits with institutional funders
 - Support the Deputy Director and Executive Director in managing funder relationships
- **Government Contracts**
 - Draft and submit narrative and budget reports for government funders
 - Support the Deputy Director in compiling vouchering documentation for government contract invoices
 - Support staff in preparing fundraising appeals to City Council
- **Maintaining and Managing Systems**
 - Work with the Finance and Operations Manager to manage an effective system of tracking institutional and contract funding income, maintaining income projections and creating grant reports
 - Support the Deputy Director with city contracts compliance
 - Manage the Institutional Funding and City Contracts tracking and deadlines
- **Programmatic Support**
 - Contribute to CAA AV's organizing work by assisting with events as needed



- Provide support to the Deputy Director, Donor Organizer, and Executive Director on other fundraising activities, including grassroots fundraising
- Organizational Development
 - Collaborate with the Development team to cultivate a culture of Resource Development that is grounded in CAAAV values
 - Support the Resource Development team to facilitate staff conversations about money, capitalism, and fundraising in the Nonprofit Industrial Complex
 - Actively participate in and show leadership in staff strategy planning, political development, and evaluation activities

This position will be supervised by the Deputy Director.

Qualifications

The ideal candidate will have:

- Minimum three years experience in a development role, with an emphasis on institutional fundraising and/or city contracts management. Experience with resource development/mobilization is a plus
- Highly organized with strong attention to detail, while holding awareness of the big picture
- Experience using grants management systems
- Strong analytical and problem-solving skills
- Ability to take initiative with excellent follow-through
- Excellent written and oral communication skills
- Strong commitment to CAAAV's mission and movement building
- Strong working knowledge of issues affecting low-income, immigrant, communities of color and relevant experience working in Asian immigrant communities

This is a full-time, exempt position (40 hours/week) with benefits. The salary for this position is \$62,000. We currently have a hybrid return to office policy, working in the office and from home, and this may change pending how the pandemic evolves. This position is based in New York City.

To Apply

Please send a cover letter and resume to jobs@caaav.org with subject heading: INSTITUTIONAL GIVING MANAGER. We will review applications on a rolling basis, but priority will be given to applications submitted by September 15, 2022. CAAAV is an equal opportunity employer. Women, immigrants, LGBTQ, people with disabilities, and people of color from low-income communities are strongly encouraged to apply. Due to high volume of calls, please do not call. Applicants will be notified for an interview by e-mail.