

Manager of Foundation Relations

Job Purpose:

The Director of Foundation Relations at HOPE Atlanta plays a critical role in support of the efforts of a growing Development team at Georgia's oldest nonprofit organization dedicated to fighting homelessness.

Under the direction of the Chief Development Officer the Manager of Foundation Relations is responsible for maintaining existing relationships and cultivating new relationships aligned with the mission and work of HOPE Atlanta. A primary focus will be on funding the existing programs of HOPE Atlanta, but also identifying new opportunities for our capacity building campaign that includes the implementation of behavioral health services for our clients.

Our ideal candidate will have the ability to create and manage a well-coordinated, strategic grants plan to cultivate and solicit support from institutional funders.

This position is based in Atlanta, GA and is a hybrid role.

Duties and Responsibilities include, but are not limited to the following:

- Manage a personal portfolio of foundations and grant making institutions.
- Creates and manages a strategic annual plan for securing foundation funds.
- Leads the development and submission of high-quality grant proposals, including writing, editing, budgeting, and ensuring compliance with application guidelines.
- Researches and identifies potential foundation prospects in alignment with HOPE Atlanta programs, projects, campaigns, and strategic initiatives.
- Cultivates and stewards strong relationships with foundation funders—and supports corporate engagement—to secure mission critical funding. Submits correspondence, LOIs, and reports as appropriate.
- Works closely with the CDO, CPO and Government Grant contractor to inform on program proposals.
- Coordinates with program, finance, and development staff to gather and/or create compelling narratives, goals, budgets and support materials, demonstrating the impact of HOPE Atlanta's mission and work.
- Acts as the primary point of contact for grantors regarding requests for proposals, grant submissions, and reporting. Tracks and manages prospective grant submission and reporting deadlines to ensure compliance with grant requirements.
- Generate impact and outcome reports for corporate and foundation partners.
- In collaboration with internal stakeholders, creates, designs, implements, advises, and supports processes and procedures to ensure effective coordination of grant management and proposal development, staying up to date with best practices in grant management, compliance, and reporting to ensure that HOPE Atlanta's grant management processes align with industry standards and promote organizational efficiency and effectiveness.
- Internally, hosts and participates in grant project kick-off, progress, and close-out meetings to ensure that relevant program, finance, and development team members understand, track, comply, and report on all grant requirements, reports, and deliverables.

- Works collaboratively with development operations to maintain and update corporate and foundation records in development CRM
- Ensures appropriate archival of all grants and contracts.
- Reports weekly on fundraising activities and progress against monthly and quarterly goals.
- Assists as needed with special events, communications materials, and other duties in support of development as assigned.

Qualifications:

- Bachelor's degree required, advanced degree a plus.
- Experience in successfully applying for and administering grants.
- Successful Government Grant writing and management a plus, though not required.
- Demonstrated experience managing the proposal development process, with a preference for candidates who have successfully coordinated various departments in preparation and submittal of *grant* applications/proposals.
- Demonstrated skill in developing budgets for proposals.
- In-depth knowledge of application processes, budgeting principles, and financial management.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.).
- Proficiency using CRM systems such as Client Track/HMIS and Salesforce experience a plus.

Skills and Abilities:

- Demonstrated ability to understand and articulate organizational values/goals and programs and work collaboratively with staff and external partners/donors
- Excellent written and persuasion skills
- Demonstrated ability to achieve goals
- Demonstrated ability to think strategically and take initiative
- Proven competency with data mining, data analysis and donor research
- Strong organizational, critical thinking, and problem-solving skills. Experienced at managing multiple tasks simultaneously, establishing priorities, working calmly under pressure, and managing competing deadlines and shifting priorities.

Physical Demands and Working Conditions

- 90% of work is performed in a work/home office environment; hybrid / flexible work with headquarters blocks from Ponce City Market
- Travel (10%): Capacity to travel throughout greater Atlanta for meetings and events

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.