



Hudson Guild, a dynamic and highly regarded community organization serving the Chelsea neighborhood, is seeking an Institutional Giving Coordinator/Grantwriter. Hudson Guild offers outstanding specialized programming for children, youth and seniors, as well as community building, mental health and arts programming for all members of the community. You can read more about the Guild at [www.hudsonguild.org](http://www.hudsonguild.org).

### **QUALIFICATIONS:**

Bachelor's degree; at least two years non-profit management experience and grant writing experience required. Strong written, organizational and communication skills; proficiency in Microsoft Word and Excel.

### **BASIC FUNCTIONS & TASKS:**

**Under the supervision of the Director of Development & External Relations, the Institutional Giving Coordinator/Grantwriter is responsible for coordinating and executing the solicitation and cultivation of private foundations and corporations (10% of the agency's budget) and new funding requests to government agencies.**

### **RESPONSIBILITIES:**

- Draft, revise and submit proposals, reports, letters of inquiry and budgets to all private foundations and corporations, as well as some government grants and contracts
- Work with executive staff, department heads and supplemental staff to strategize institutional giving requests and define program goals and activities
- Research and identify prospective funding from private foundations, corporations and government
- Track and report on all funding, tasks and contact with current and prospective private foundations, corporations and government agencies
- Manage foundation cultivation and stewardship process, maintaining regular contact with key institutional representatives, organizing and participating in site visits and meetings with institutional officers, and preparing and prioritizing Executive Director's outreach
- Complete occasional administrative work related to institutional giving portfolio, including acknowledgement letters, questionnaires or information requests
- Manage decision-making process for the evaluation of new grant opportunities and RFPs
- Monitor foundation and philanthropy news through monitoring RFPs, foundation press releases, website updates and announcements, trends in institutional giving, comparable agency initiatives and funding, and relevant program reports
- Attend bidder's conferences, workshops, and information sessions on potential proposal submissions
- Complete other writing assignments and duties as requested, such as newsletter articles or solicitation letters
- Participate in staff development workshops, staff meetings and supervision meetings

- Participate in the shaping and executing of the Department of External Relations' goals and mission, supporting the Department's efforts as a whole
- Participate in agency-wide initiatives

The Institutional Giving Coordinator/Grantwriter reports to the Director of Development and External Relations. Hudson Guild offers a competitive salary and benefits package. Please send a resume with cover letter and salary requirements to [jobs@hudsonguild.org](mailto:jobs@hudsonguild.org)