

**Role:** Institutional Giving Manager

**Location:** Daily work remote. Preferred locations: Houston, TX; Boston, MA; New York, NY; Providence, RI; or Hartford, CT. Other geographies considered for highly qualified candidates

**Reports to:** Director of Partnerships

**Compensation:** 40 hour-week; \$80,000 to \$90,000 commensurate with experience

## About Empowered Network

Empowered Network (EN) collaborates with survivors of trafficking to achieve their economic independence. Where many services and resources end once a survivor has reached basic stability, EN supports survivors beyond the crisis—partnering with them to identify and overcome the key employment, education, and housing barriers to establishing longer-term financial resilience. Recognized as innovative by the U.S. Department of Health and Human Services, this survivor-centered, impact-focused approach has helped survivors around the country pursue transformational work and education opportunities, build resilience, and permanently leave the cycle of exploitation.

Since its launch in 2017, EN has grown to serve 150 survivors each year, with an annual budget of \$2.3 million and 13 full-time employees. The organization is well-positioned to continue creating life-transforming opportunities for survivors across the country and actively looking for the right people to help fuel the next chapter.

## Position Overview

The Institutional Giving Manager (IGM) designs and leads EN's institutional fundraising strategy across foundation, government, and corporate funders. The IGM is responsible for: managing the full grant cycle from prospect identification through reporting and renewal; building and stewarding key funder relationships; ensuring grants operations and compliance run smoothly; and communicating EN's impact to external audiences. The IGM reports to the Director of Partnerships, has dotted-line oversight of the Development and Program Associate's grants-related work, and serves as a strategic thought partner to EN's leadership as the organization grows its institutional funding base.

The ideal candidate is a relationship-driven fundraiser who demonstrates: (1) proven experience managing the full arc of an institutional giving strategy; (2) exceptional writing ability, with a track record of securing and renewing competitive corporate, foundation, and government support; (3) the project management discipline to independently oversee a multi-funder portfolio; and (4) a deep commitment to advancing opportunity for survivors of human trafficking.

## Responsibilities

*Craft compelling grant applications, reports, and external communications (60% of time)*

- Research each funder's priorities, past giving, and requirements to tailor every application and report to what matters most to them
- Translate EN's programs and outcomes into inspiring and accurate narratives, working in partnership with program staff and financial consultants to gather outcomes data and develop budgets for new grant proposals and ongoing reports
- Draft key external communications, including the annual report, quarterly newsletters, and institutional donor marketing materials
- Manage social media accounts with administrative support, leveraging trends in anti-human trafficking to engage the EN community
- Maintain and improve existing library of effective grants language and data

## *Build and steward institutional funder relationships (20% of time)*

- Personally steward certain institutional funders through a consistent cadence of touchpoints, impact updates, and personalized communications to support long-term retention
- Partner with the CEO and Director of Partnerships to advance high-priority institutional donor relationships and surface opportunities for renewal, upgrade, and multi-year commitments
- Identify promising foundation, government, and corporate funding opportunities aligned with EN's goals and the broader anti-trafficking funding landscape
- Cultivate prospective funders through tailored outreach, introductory meetings, and pre-proposal engagement that lays the groundwork for strong applications

## *Manage the institutional giving portfolio and grants operations (20% of time)*

- Collaborate with the CEO and Director of Partnerships to set annual institutional giving priorities, a prospecting agenda, and revenue targets
- Maintain visibility across the full grant portfolio: track all active grants and upcoming deadlines, reporting requirements, and renewal timelines
- Provide dotted-line supervision to the Development and Program Associate on grants-related tasks, including application and report submissions, data entry in Salesforce and Instrumentl, and deadline tracking
- Ensure compliance with all funder requirements, including grant agreement terms, financial reporting standards, and documentation protocols
- Identify and flag risks in the portfolio (revenue gaps, overdue renewals, underperforming relationship) and bring proactive solutions to leadership

## **Qualifications**

### *Experience*

- 5+ years of nonprofit fundraising experience with a substantial focus on institutional giving
- Demonstrated success securing and renewing competitive grants, including experience with government funding and compliance-heavy reporting environments
- Proficiency with Salesforce, Instrumentl, or comparable grant management platforms
- Experience directing the work of associates, even in a dotted-line or project-based capacity (preferred)
- Experience with corporate partnership stewardship or development (preferred)
- Knowledge of anti-trafficking, economic mobility, or adjacent issue areas (preferred)

### *Skills & Approach to Work*

- Writes with clarity, inspiration, and authenticity, crafting narratives that are accurate and tailored to each funder's priorities
- Builds meaningful relationships through authentic and consistent communication
- Disciplined and organized, with strong project management rigor to run a dynamic grants portfolio without missing a deadline
- Brings a data-informed mindset: comfortable working with program outcomes and translating impact metrics into compelling funder narratives
- Comfortable working both independently and collaboratively in a fast-paced, mission-driven environment
- Passionate about advancing economic opportunity for survivors of human trafficking and committed to EN's survivor-centered approach

## **Compensation and Benefits**

Empowered Network offers a competitive compensation package commensurate with experience, including:

# *Empowered*Network.

- Salary: \$80,000 - \$90,000, depending on experience
- Health, dental, and vision benefits
- 401(k) + 3% of salary non-elective employer contribution after Year 1
- Daily work remote; occasional travel (2x per year)
- 17 Company Holidays +5 floating holidays
- Four weeks Paid Vacation + Sick time accrued + 3 days bereavement

## **How to Apply**

Please submit a 1-page cover letter, 1-page resume, and one writing sample to [asewalson@empowerednetwork.com](mailto:asewalson@empowerednetwork.com), formatted as a single PDF file entitled “Lastname Firstname - IGM Candidate”. Your writing sample should preferably be a real past grant application, proposal, or letter of inquiry that you have written for a corporate or foundation funder, with any identifying details removed for confidentiality as needed.

Interested candidates should apply by 5pm ET on July 10th.

*Empowered Network is an equal opportunity employer. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply.*

