



Manager, Foundation and Government Engagement:

Do you believe that all of our neighbors deserve to live in a safe and healthy community? Rebuilding Together is a national housing and community revitalization nonprofit in need of a dynamic Manager, Foundation and Government Engagement with a drive to strengthen and grow a national portfolio.

The Manager, Foundation and Government Engagement reports to the Sr. Director, Corporate and Foundation Engagement and will design, secure, and manage new philanthropic and government partnerships. Successful candidates will have demonstrated experience with pipeline development and management, grant writing, donor cultivation, and grant management. Passion for our mission, creativity and bold, critical thinking are a must. The Manager, Foundation and Government Engagement will have an annual fundraising goal of \$500,000.

Essential duties and responsibilities:

- Research and prospect potential funding partners. Collaborate with key staff to identify and seek new funding opportunities that grow the pipeline.
- Develop and maintain annual grant calendar.
- Acquire and maintain sound knowledge and understanding of the organization, its mission, values, strategic goals, and programs to develop persuasive donor materials and proposals.
- Collaborate with program and finance staff to develop dynamic and relevant proposals.
- Develop letters of interest and full grant proposals up to \$250,000.
- Collaborate with Sr. Director, Corporate and Foundation Engagement on proposals \$250,000+.
- Collaborate with key staff to ensure successful execution of grant-funded projects, including grant making to affiliates, program and budget components, evaluation/assessment, and grant compliance.
- Manage grant stewardship, including direct contact with program officers, directors, donor trustees, and government agency staff.
- Develop and manage additional stewardship opportunities including donor engagement in signature projects, national conference, and the Rebuilding Together Partner Summit.
- Provide accurate and timely activity and pipeline reports and revenue forecasts.
- Maintain and regularly update donor records in Salesforce.

Qualifications and Experience:

- Three to five years of development experience, previous experience working with foundations and/or government grants preferred.
- Demonstrated experience in securing and growing institutional partners.
- Proficiency with fundraising and other presentation and program management software is essential, including Salesforce and the Microsoft Office Suite (Word, Excel, and PowerPoint).



- Strong verbal and written communication skills. Demonstrable skill in proposal writing, donor communications, and prospect research.
- Superior proofreading and editing skills, with a strong command of grammar.
- Demonstrated analytical skills to design, manage, and track complex fundraising campaigns and programs.
- Ability to set and maintain priorities, balance demands of multiple tasks, and meet strict deadlines. Exhibit attention to detail and self-motivation.
- Housing and community development experience preferred.
- Experience working with a chapter based or affiliated organization preferred, but not required.
- Requires ability to work some evenings, weekends, and occasional domestic travel.

Application: Submit resume, cover letter and salary requirements to Jessica Reid, Sr. Director, Corporate and Foundation Engagement at jreid@rebuildingtogether.org