

## Position Description

**Title:** Institutional Giving Associate (Temporary)  
**Department:** Development  
**Reports to:** Director of Institutional Giving  
**Position Type:** Temporary  
**Schedule:** Part-Time (20-hours/week),  
**Contract Period:** October 1, 2024- February 7, 2025  
**FLSA Status:** Nonexempt  
**Location:** Remote

### ***About the Organization***

Over the years, Upwardly Global has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

### ***Position Overview***

Upwardly Global is seeking a dedicated and detail-oriented Temporary Institutional Giving Associate to support our Development Team in securing and managing corporate, foundation and government grants.

The consultant will report to the Director of Institutional Giving with a dotted line to the VP of Development. They will also work closely with the Director of Budget & Grants Compliance, the Development Team, and Upwardly Global's team of regional and national program leaders. The ideal candidate is an experienced, proactive and passionate development professional with a proven track record of writing effective proposals and impact reports, prospect research, and donor relationship management.

### ***Essential Duties & Responsibilities***

#### ***Prospect Research and Funder Relationship Management (50%)***

- Consult regularly with Director of Institutional Giving and other program leads to understand Upwardly Global's programs, program needs, and strategic vision.
- Research, vet and cultivate grant opportunities for current and prospective funders (including corporate, foundation and government) to support immediate and long-term organization goals
- Prepare summaries on active RFPs for review by the Director of Institutional Giving and relevant program leadership
- Prepare writeups and background materials in preparation for or as a follow-up to funder meetings and site visits
- Coordinate with funders directly as needed to schedule meetings, site visits, and respond to incoming requests

***Database and Project Management (25%)***

- Utilize Salesforce CRM to record and track relationship contacts, notes, correspondence and other details.
- Utilize Asana for ongoing project management, deadline tracking, and compliance with funder requirements

***Proposal/Report Writing and Support (25%)***

- Support Institutional Giving Team as needed proposal writing process from inception to submission, including for renewal and new funding opportunities (for corporate, foundation, and government grant opportunities)
- Collaborate with cross-functional teams to strategize, write, and coordinate proposals and to obtain supporting information and documentation, such as program budgets and/or data, and translate that information in a way that will persuade the prospective donor.
- Write and edit clear, accurate, and persuasive reports are tailored to each funder's focus areas, mission, specifications, and deadlines, incorporating information from relevant staff members as needed
- Obtain supporting information and documentation, such as program budgets and/or data from Finance and Programs teams as needed/relevant

***Knowledge and Skills Required***

- Bachelor's degree in Nonprofit Management, Communications, English, or a related field.
- Minimum of 2 years of experience in fundraising.
- Familiarity with the nonprofit sector and issues related to immigration and workforce development is a plus.
- Excellent written and verbal communication skills.
- Strong research and analytical skills.
- Detail-oriented with strong organizational abilities.
- Proficiency in Microsoft Office Suite and Salesforce.
- Experience in project management, including utilization of Asana, a plus
- Attributes:
  - Ability to work independently and as part of a team.
  - Strong interpersonal skills with the ability to build relationships with donors and colleagues.
  - High level of professionalism and discretion in handling sensitive information.

***Salary Range Disclaimer***

*The base hourly rate represents the low and high end of the hourly rate for this position. Actual wages will vary depending on factors including but not limited to location and experience.*

***Hourly Rate: \$30- \$35 per hour***

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

***Interested candidates should apply by clicking [HERE](#) and submitting a resume and cover letter.***