



## JOB ANNOUNCEMENT

### Institutional Giving Manager (Full-Time, Remote)

#### **About Brighter Bites**

Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages featuring fresh food. To learn more about Brighter Bites, visit <https://brighterbites.org>.

#### **Role**

The Institutional Giving Manager is responsible for securing significant funding from foundations, corporations, and government sources. Key duties include identifying and cultivating and stewarding a portfolio of national institutional funders; writing timely and compelling letters of interest, grant proposals, and reports; managing funder relationships; increasing grant submissions through mentoring and training of the larger Brighter Bites' team; and meeting the overall institutional giving deliverables to achieve annual fundraising goals.

#### **Position Description**

- **Strategy & Management:** Continually develop and manage donor pipelines, implement institutional giving strategies, and achieve annual institutional fundraising goals.
- **Proposal & Report Management and Writing:** Research, write, and submit timely and compelling grant proposals, letters of interest, and progress reports to institutional donors; continually update grant writing resources and tools; oversee the submission of grant proposals, letters of interest, and progress reports drafted by other development and program staff.
- **Donor Cultivation & Stewardship:** Support the cultivation and maintenance of relationships with foundations and corporations, ensuring strong engagement and investment in the organization. Set timelines for funder touchpoints and interactions to deepen relationships and generate repeat and increased gifts.
- **Team Leadership:** Train and mentor the larger Brighter Bites team, empowering them to contribute to proposal writing; oversee proposal development and submissions by program and leadership team members.

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- **Financial Stewardship:** Work with colleagues to develop program budgets for restricted grants and communicate restrictions to all necessary parties once the projects are funded.
- **Project Management:** Support the management of awarded grants by collaborating with necessary internal departments and external partners to ensure the timely achievement of our grant goals.
- **Relationship Building and Collaboration:** Work closely with program teams and senior leadership to identify opportunities and advise on engagement strategies with institutional funders.

### **Requirements**

- Bachelor's degree in a related field, such as nutrition, public health, nonprofit management, or business administration
- 5 years working in nonprofit fund development or nonprofit leadership
- Excellent written and verbal skills
- Ability to draft compelling proposals and communicate about Brighter Bites' mission and programs across a variety of audiences
- Capacity to build trusting relationships with stakeholders across a variety of sectors
- Skilled collaboration across teams to advance proposals and reports
- Excellent computer skills with proficiency in MS Office
- Ability to manage competing timelines and deadlines across multiple projects while ensuring the highest-quality deliverables

### **Operational and Physical Requirements**

The physical demands and work environment characteristics described here are representative of those required of an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit at a computer and type extensively
- Must be able to occasionally lift produce boxes/bags weighing between 10-50 pounds, and aid in the set-up of various events

### **Work Schedule**

- Full-time, exempt.
- Must be available for calls and meetings during regular business hours

### **Compensation**

- \$75,000 - 81,000

Brighter Bites provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

*To apply, please send resume and cover letter to  
[Dana.rizer@brighterbites.org](mailto:Dana.rizer@brighterbites.org)  
with "Institutional Giving Manager" in the subject line.*

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