



**Job Title:**                               **Manager, Institutional Partnerships**  
**Status:**                                    Full-Time, Exempt, Salaried  
**Start Date:**                             Monday, July 09, 2018

Auburn is a leadership development and research institute working with faith-rooted justice leaders who exhibit extraordinary ability and potential to awaken the spirit of possibility within each of us to catalyze change. Using innovative, research-based methodologies, Auburn equips leaders to frame the critical conversations of the day, and to mobilize the public to work across divides to create the world for which humanity longs. We believe that societies work best when people actively participate in public conversations about issues, policies and legislation. Through advocacy and thought leadership, Auburn helps to influence society's views on pressing social issues, such as income inequality, climate change, LGBTQ equality, gender justice, gun violence, immigration and racial justice. In just the last year, Auburn reached more than a million people through our trainings, digital outreach and national convenings.

*Learn more at [www.AuburnSeminary.org](http://www.AuburnSeminary.org).*

## **SUMMARY**

The Institutional Partnerships Manager is responsible for supporting the execution of strategies and activities that raise funds from private foundations, family foundations and other institutions to enable Auburn to meet its budgetary goals and to position the organization as an essential grantee for funders supporting social change and the role of religion in the public square.

The Institutional Partnerships Manager works closely with the Director of Institutional Partnerships to support the research, writing and submission of proposals and reports, and to track and maintain operational systems related to the program. The position requires a highly organized, strong, compelling writer and editor, and the ability to analyze and present complex issues in donor-friendly, clear language.

The Institutional Partnerships Manager provides thought leadership on program strategy to align Auburn initiatives with foundation requirements and trends in philanthropy. The Institutional Partnerships Manager also contributes to Auburn's growth by facilitating cross-functional engagement as needed between and among departments to strengthen programs, platforms and strategies. This role works closely with Finance and Program staff on budgeting and fiscal reporting for institutional and program support. This position requires strong research capacity and a person highly effective at internal and cross-departmental collaboration.

The Institutional Partnerships Manager is a member of the Strategic Philanthropy team and reports to the Director of Institutional Partnerships and Vice President of Strategic Philanthropy.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

*(Include but are not limited to the following):*

### **Institutional Partnerships Strategy**

- Write and submit proposals, reports, correspondence and letters of intent.
- Conduct and update institutional and prospect research, and maintain research profile folders.
- Maintain institutional prospect and donor matrix and calendar of deadlines and engagement.
- Provide support to the Director of Institutional Partnerships to identify, prioritize and match current and emerging funding needs with institutional grant and partnership opportunities.
- Provide editorial support for the Executive Team and Senior Staff.

### **Communications and Engagement**

- Collaborate with Strategic Philanthropy, Communications and Senior Staff to ensure compliance with public recognition requirements and to develop recognition opportunities.

### **Finance, Compliance and Record Keeping**

- Work with the Director of Institutional Partnerships to ensure timely execution of grant award agreements.
- Work with the Director of Institutional Partnerships to update department database with new donation opportunities and track awards to ensure accuracy in our systems.
- Collaborate with Finance Department to ensure accuracy and compliance with proposal budgeting, reporting and grant agreements.
- Maintain accuracy of Institutional Partnerships Salesforce records for contact, submission and other information.
- Maintain accurate computer folders and files.

## **QUALIFICATIONS & REQUIREMENTS**

- Bachelor's degree (B.A.) required.
- At least 3 to 5 years of experience in foundation relations, institutional giving or general fundraising with a strong emphasis on grant-seeking and grant writing.
- The ideal candidate is knowledgeable about social justice, program development and evaluation, the world of foundations and philanthropy, and has significant relationships within those communities.
- The ideal candidate must possess excellent administrative, organizational and writing skills. This position requires a self-motivator, strong communicator (both written and verbal) with excellent interpersonal skills and the ability to relate to a wide range of individuals, groups or settings.
- The ideal candidate should be a team player but also an independent thinker unafraid to exhibit leadership within his or her sphere of influence. He or she must be analytic, adept at problem solving, trouble-shooting, and able to see the "big picture" even while remaining attentive to detail.
- Flexibility and an ability to thrive under pressure and manage competing priorities are key requirements for this position.
- Intellectual curiosity and openness to religious and cultural diversity is also a must.
- Computer skills: Proficiency in MS Word and Excel required; knowledge of Salesforce database software a plus.

## APPLICATION PROCESS

For employment consideration, the optimal way to contact us is via e-mail.

We have engaged Héctor Cariño at People Architects Group, LLC to manage this search.

- All applications must include (all in PDF format):
  - Resume
  - Thoughtful cover letter (including how you became aware of this opportunity: *job portal, referral, etc.*)
  - Writing sample (between 3 to 5 pages); preferably a successfully submitted grant application or concept paper
- **All applications will be received via email. No phone calls or snail mail.**
- E-mail applications to: [hcarino@auburnseminary.org](mailto:hcarino@auburnseminary.org)
- Subject Line: Manager, Institutional Partnerships/YOUR NAME

### **Application deadline is Monday, June 04, 2018 at 5:00pm, EDT**

Auburn Theological Seminary is an Equal Opportunity Employer and is committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Auburn Theological Seminary prohibits discrimination against staff members and applicants for employment because of the individual's race, creed, alienage, citizenship, color, sex (including pregnancy), religion, national origin, age, sexual orientation, disability, gender identity or expression, marital status, partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, prior arrest or conviction record, or any other characteristic protected by law. This Policy applies to all Auburn Theological Seminary activities, including, but not limited to, recruitment, hiring, compensation, assignment, training, promotion, performance evaluation, discipline and discharge. As detailed below, this Policy also bans discriminatory harassment.

Auburn Theological Seminary will provide reasonable accommodation consistent with the law to otherwise qualified staff members and applicants with a disability and to staff members and applicants with needs related to their religious observance or practices. What constitutes a reasonable accommodation depends on the circumstances and thus will be addressed by Auburn Theological Seminary on a case-by-case basis.