



**Job Title:** Assistant/Associate Director of Institutional Partnerships  
**Reports To:** SVP of Development and Communications  
**Status:** Full-Time, Exempt, Salaried  
**Location:** New York, NY; Hybrid; or Remote

*Leaders of faith and moral courage have guided social change throughout our nation's history – from the abolition of slavery and fight for civil rights to the struggle against gun violence and global warming. Founded by the Presbyterian Church over 200 years ago and operating in covenant today with the PCUSA, Auburn's work turns on three key areas - multi-faith leadership development, field-building, and research. Learn more at [www.AuburnSeminary.org](http://www.AuburnSeminary.org). Join a diverse team that works hard and supports each other to build an institutional culture of belonging.*

## **POSITION SUMMARY**

---

The Assistant/Associate Director of Institutional Partnerships will co-lead the Institutional Giving Department for Auburn, and will be a key member of the Development Department, highly involved in all aspects of institutional giving and responsible for managing institutional donor relationships with foundations and corporations. The majority of the position's time will be focused on identifying, soliciting, and stewarding foundation and corporate donors and gifts.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

---

**Grant Writing and Management:** Serve as a primary writer, along with the program team, on all grant proposals, requests, and reports to foundations. Manage the grant submission process, including collection and synthesis of data, completion of proposals, tracking, reporting, and corresponding with foundation and corporate donors. Develop and maintain an annual schedule of letters of inquiry, proposals, and reports, tracking outcomes and updating the calendar on a regular basis. Build and sustain a pipeline of prospective funders by researching and identifying new grant prospects. Provide leadership for strategic planning around funding alignment, upgrades from current donors, and increasing multi-year grants. Work closely with program staff to ensure accurate information is transmitted in all funder communications.

**Institutional Giving Stewardship and Solicitation:** Research and identify corporate and foundation prospects and opportunities. Assist in developing engagement strategies for current and potential institutional donors. Support strategic donor outreach and communications, and maintain regular correspondence with key funding representatives. Conduct in-person meetings with foundation staff members to cultivate, solicit and steward relationships as needed, utilizing senior staff where necessary. Assist the communications team in the development of engaging funder collateral.

**Data Management:** Analyze and share fundraising and grant implementation and impact data to empower informed decision-making with respect to Auburn's prospects and strategies and effective compliance with and stewardship of current grants. Generate fundraising forecasts, analysis, and reports; and maintain the accuracy of donor records and accounts. Ensure timely entry of multi-year and prospective grants and related gift opportunities into Salesforce, including grant agreements and backup documentation, and collaborate with the Finance Department to ensure accuracy. Participate in the development of the budget and produce reports and projections on institutional giving for Auburn's internal budget preparation and reporting. Maintain accurate computer folders and files.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Co-Lead Institutional Partnerships Strategy
- Collaborate with Development, Communications, and Senior Staff to ensure compliance with public recognition requirements and to develop recognition opportunities through Finance, Compliance, and Record Keeping
- Maintain accuracy of funder information and account records in Salesforce
- Maintain institutional prospect and donor matrix and calendar of deadlines and engagement
- Identify, prioritize and match current and emerging funding needs with institutional grant and partnership opportunities
- Oversee Salesforce upload and entry of grant award agreements, new donation opportunities, and track awards to ensure proper allocation and accuracy in Salesforce
- Write and submit proposals, reports, correspondence, and letters of intent
- Conduct and update institutional and prospect research, and maintain research profile folders
- Work with the Program team to assess grant-funded projects, including program and budget components and grant compliance.
- Collaborate with Finance Department to ensure accuracy and compliance with proposal budgeting, reporting, and grant agreements

## PHYSICAL REQUIREMENTS

---

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

## COMPENSATION, BENEFITS & PERKS

---

The salary range for this position is \$62,500 to \$75,000, competitive with equivalent roles at other nonprofits of our size. In addition, Auburn offers full-time staff 20 paid vacation days per year, 13 sick days per year, 14 paid holidays, summer Fridays, and an extended holiday break in late December. Lastly, we offer a comprehensive benefits package, including fully-paid individual health, dental and vision insurance, flexible spending account, paid disability leave, and an ADP Lifemart discount program.

## COVID-19 CONSIDERATIONS

---

Auburn requires all staff to be fully vaccinated against COVID-19, unless one has a legally recognized reason for exemption.

## APPLICATION PROCESS

---

Please visit [https://form.jotform.com/Auburn1/asst\\_assoc\\_dir\\_IP](https://form.jotform.com/Auburn1/asst_assoc_dir_IP) .

*Auburn Seminary is an Equal Opportunity Employer 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 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.*