



## **Title: Institutional Giving Manager (Remote – Texas)**

### **Who We Are**

Avow is working for a better Texas: where every person is trusted, thriving, and free to pursue the life they want. We're leading this movement and changing the culture with an unapologetic abortion-forward mindset. Through community-building, education, and political advocacy, Avow is securing unrestricted abortion care and reproductive rights for every Texan.

Avow is seeking an **Institutional Giving Manager** to join our Development team! This is a full-time, exempt position. This role is a remote role, preferably within the state of Texas.

### **About the Role**

The Institutional Giving Manager is responsible for the management of Avow's 501(c)(3) and 501(c)(4) grant portfolios ensuring continued funding for Avow's mission-led efforts. This position leads the production and submission of grant deliverables to external funding partners in close collaboration with director-level staff. In addition to managing the foundational grants, the Institutional Giving Manager is also responsible for researching options and developing structure for "alternative giving vehicles."

Key responsibilities include:

- Managing the full lifecycle of all grant funding opportunities, including the writing, editing, and submission of letters of intent, applications, and reports
- Maintaining accurate record of grant decisions and funding disbursements within Avow's grant management system, Every Action
- Owning the continued evolution of Avow's alternative giving portfolio including creating system infrastructure, researching new giving vehicles, and developing workplace giving manuals
- Collaborating with the Development Director to manage the administration of the Avow annual silent auction fundraiser by inputting donated items, setting up texting features, and running the virtual auction through checkout



## **Salary & Benefits**

The salary range for this position is \$60,000-\$70,000 annually. Benefits include:

- Employer-paid medical, dental, vision and life insurance
- Short- and long-term disability plans
- Retirement plan with employer match
- Up to 6 months of paid family and medical leave, unlimited time off and flex time
- Stipends for remote work, wellness, emergency health care and emergency housing

## **Who You Are**

The ideal candidate for this role will embody many of the following professional and personal abilities, attributes, and experiences. Don't worry if you don't meet every listed quality; if you are excited about the role, we encourage you to apply!

- Demonstrated commitment and passion for reproductive health, rights, and justice
- Minimum 2 years of professionally related experience or Bachelor's Degree in related field in lieu of direct experience
- Excellent writing and editing skills required with a preference for exposure or experience in grant writing
- Demonstrated experience owning and coordinating a program or project with multiple priorities utilizing strong organizational skills
- Ability to communicate effectively and diplomatically and to build positive relationships with staff, volunteers and supporters
- Ability to approach challenges analytically, applying a problem-solving lens
- Willingness to learn new software and technology programs. Experience with grant management software preferred, but not required

***Avow is a non-discriminatory workplace and equal opportunity employer. People of color, persons with disabilities, and LGBTQIA+ individuals are encouraged to apply.***

## **How to Apply**

Please send your cover letter and resume to [jobs@avowtexas.org](mailto:jobs@avowtexas.org) with "Institutional Giving Manager" in the subject line. The deadline to submit your application is March 31, 2023.