Institutional Relations Coordinator
Position Description

Generations Incorporated improves the literacy skills of young children through grade three by engaging professionally trained older adult volunteers as literacy coaches in our partner schools and after-school programs. We serve communities where opportunity gaps exist to ensure all students have the resources to become literacy proficient. For the past 29 years, we have improved the literacy skills of over 3,400 students annually in grades K-3. Generations Incorporated volunteers serve an average of 4 years; this longevity reflects the stability of our program. The organization is embarking on a new three year strategic plan focused on program growth, in which the Institutional Relations Coordinator will play a key role in its successful implementation.

General Statement of Position:
The Institutional Relations Coordinator reports directly to the Development Manager and will work closely with the Executive Director and Development Manager to ensure the successful implementation and execution of the development plan. The successful candidate will focus on developing the organization’s foundation and government relations and will play an important role in promoting and supporting Read to Grow - Generations Incorporated’s current strategic plan to grow its impact on the literacy crisis to a new community.

Responsibilities:
○ With Executive Director and Development Manager, establish annual fundraising goals for institutional revenue, based on organizational plans and fundraising landscape, and regularly assess performance toward these goals
○ Develop, write, and submit timely proposals, budgets, and reports with full cooperation of program and finance staff
○ Proactively identify and research new foundation and corporate grant opportunities
○ Develop a strong case for support, with the Executive Director, to be used in all proposals
○ Work closely with the Director of Finance and the Director of HR and Operations around federal grant processes
○ Maintain the SalesForce database for institutional relations
○ Submit all institutional reporting in a timely manner and monitor any further communication
○ Manage grants calendar, including regular updates to performance monitoring tools
○ Prepare and execute site visits for institutional donors
○ Maintain a proactive approach to understanding literacy program goals and outputs

Qualifications:
○ Demonstrated strong and persuasive writing skills
○ 1-3 years of institutional fundraising experience, preferred
○ Bachelor’s degree
○ Outstanding organizational skills and attention to detail
○ Work well with a diverse group of community partners, volunteers and staff
● Creative thinking and ability to take initiative
● Strong technical skills, experience in SalesForce or similar CRM platform a plus
● Goal oriented
● Adaptable and flexible in a fast-paced environment

Compensation and Benefits
This is a full-time position with an annual salary range of $50,000 - $54,000. Benefits include health, dental, and long-term disability (with employer contribution), access to a 403b retirement plan, generous personal time and supportive working environment.

To apply, please send a current resume, cover letter (What compelled you to apply?) and a writing sample to employment@generationsinc.org. Please attach all documents in .doc form. No phone calls please.

You can learn more about Generations Incorporated at www.generationsinc.org.

Generations Incorporated is an equal opportunity employer, committed to creating and supporting a diverse work environment. Candidates of color, bi-/multilingual, bicultural, and LGBTQ+ are strongly encouraged to apply.