



**Position Title:** Foundation Relations Manager

**Reports to:** Senior Director of Development

**Position Summary:**

The Foundation Relations Manager oversees and executes Hope Builders' grants program. The Foundation Relations Manager will be responsible for drafting proposals, reports and the proper stewardship of foundation relationships. Additionally, the position will be responsible for identifying and securing new foundation supporters to ensure the continued growth of annual foundation giving.

**Key Performance Indicators:**

- Achieve annual fund revenue goal of \$2.14M for FY25 and identify new opportunities needed to achieve FY26 goal of \$2.36M and FY27 goal of \$2.6M

**KEY RESPONSIBILITIES:**

***Annual Fund***

- Persuasively convey the mission of Hope Builders to diverse groups who are important to the organization's overall sustainability
- Prepare grant proposals and reports for foundation and corporate funding
- Cultivate and maintain relationships with existing and prospective foundation donors
- Independently research, cultivate, solicit, and steward gift from foundations
- Ensure high quality and regularly updated data in Raiser's Edge
- Maintain grant calendar
- Monitor and track stewardship activities in Raiser's Edge and regularly report on outcomes
- Provide regular updates and reports on fundraising progress to senior management
- Achieve targets for total contributions and increased donations for assigned donor portfolio
- Meet goals for cultivating and expanding Hope Builders' foundation donor-base
- Perform other duties as assigned

**QUALIFICATIONS:**

Desired requirements include, but are not limited to:

- Familiarity with Raiser's Edge and Microsoft Suite
- Minimum 5 years' experience in fundraising for the non-profit sector
- Demonstrated experience cultivating and securing foundation giving of \$1m or more
- Excellent organizational skills; Meticulous; Ability to self-start and multi-task; Must thrive on diverse assignments and deadlines
- Excellent oral communication skills reflecting solid customer service both in person and over the telephone
- Proven ability to synthesize information into compelling arguments that link Hope Builders' work to donors' goals
- Use time effectively and focus on details
- Ability to collect meaningful data and draw conclusions
- High level of self-management and organization
- Intermediate level proficiency in MS Word and Excel

- Successful completion of background check required
- Must have a valid CA Driver's License, reliable transportation, and meet state required automobile insurance minimums
- Minimum Education Requirements: B.A. required

#### **COMPENSATION AND BENEFITS**

This is a full-time, hourly position offered at 40 hours per week. Salary range \$80,000-\$85,000 annually related to experience.

For regular full-time employees, full medical, dental, and vision benefits are offered. Additional benefits available including 401(k) retirement plan with employer match and 401(a).

*This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.*

*This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.*

---

**HOW TO APPLY:** Please send resume and supplemental documents to [HR@tsjhopebuilders.org](mailto:HR@tsjhopebuilders.org)