



Job Title: Senior Manager of Foundation Relations
Reports to: Senior Director of Development, Corporate and Foundation Relations
Supervisory Position: No
Position Status: Full Time
Travel Required: Yes
Hybrid: Yes
Date: 04/01/2025
Revision Date: 04/17/2026

HR to Complete

FLSA Classification: Exempt
Safety Sensitive Position: No

Position Summary

The Senior Manager of Foundation Relations has primary responsibility for ensuring the successful submission of a robust calendar of 150+ grant proposals and impact reports each fiscal year, in partnership with a part-time grant writer. In this fundraising role, their focus is on securing major gifts from a portfolio of corporate, private, and family foundations to support the organization’s mission. They achieve this by implementing strategies to cultivate, solicit, and steward foundation donors toward annual, multi-year, and endowed gifts that support the current and long-term priorities of GBFB. The Senior Manager of Foundation Relations may collaborate with other GBFB team members, leaders, and volunteers to execute these activities.

Role & Responsibilities

Proposal Strategy, Writing, and Reporting:

- Research: Responsibilities include foundation research (online and via visits/calls) to identify appropriate prospects and prepare proposals that reflect foundation priorities.
- Writing: Responsibilities include the timely submission of funding proposals according to an established schedule.
- Reporting: Responsibilities include providing interim and final written reports to funders according to funder requirements. The preparation of reports may involve coordination of information from other GBFB departments, including Finance, Business and Data Analytics, and Community Investment.

Foundation Engagement and Relationship Management:

- Develop, manage, and execute proactive strategies for identifying and soliciting new prospects, as well as stewarding existing relationships.
- Conduct informational and update visits with foundation contacts throughout the year. Invite foundation contacts to GBFB events.
- Manage foundation stewardship plan, in partnership with part-time grant writer and Donor Relations department

Data Management:

- Maintain accurate data in Salesforce for current and prospective foundation donors and relationships. Diligently document all communication, award letters, and deadlines. Update key foundation contacts as appropriate.
- Collaborate with the Senior Director of Development for Corporate and Foundation Relations to forecast annual foundation revenue.
- Ensure organization's ratings in charity platforms, including Charity Navigator and Candid, are accurate and updated when applicable.

Content Writing and Management:

- Development Writing: Create content that is informative and compelling for funders that can be repurposed for corporate, major gift, and annual fund development officers. Craft quarterly updates for foundation donors and prospects.
- Maintain and update fundraising content library, including critical finance forms, for easy and organized access.
- Partner with other departments within GBFB to develop grant proposals to support their work and meet specific reporting requirements.

Other:

- Assume additional responsibilities as assigned by management including on- and offsite support for GBFB events and other activities as needed.
- Coordinate with external consultants as appropriate to maximize outreach and increase pipeline.
- Serve as main point of contact for all GBFB grant requests and prioritize/triage requests with Senior Director of Development for Corporate and Foundation Relations and grants consultants.

Skills & Qualifications

- Bachelor's Degree or equivalent experience.
- 3 plus years of fundraising/grant writing experience (nonprofit setting - preferred).
- Demonstrated success in grant writing, reporting, and donor management.
- Proven capacity to develop constructive relationships with donors, colleagues, volunteers, advocates, and others.
- Ability to prioritize and be proactive.
- Excellent attention to detail and strong organizational skills.
- Excellent written, verbal, interpersonal, and presentation skills.
- Sensitivity, tact, diplomacy, and the ability to honor confidentiality.
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook);
- Proficiency in CRM databases such as Salesforce required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in an office environment.
- Ability to sit for up to 3 hours at a time.
- Ability to lift up to 25 pounds with or without assistance.
- Ability to use hands for simple grasping and fine manipulations.
- Ability to travel based on business needs.

Work Location

- Hybrid: This role follows a hybrid schedule working in accordance with GBFB's hybrid work policy on the team's designated days. This schedule is subject to change based on the organization's mission to end hunger.