JOB POSTING TITLE
Institutional Giving Manager

REPORTS TO
Senior Director of Corporate & Foundation Relations

ABOUT THE POSITION
The Institutional Giving Manager is a new role on Samaritans' development team, created to help strengthen and scale the organization's corporate and foundation relations and fundraising functions. As Samaritans grows its institutional giving program, this position will be essential to ensuring that the team operates with discipline, efficiency, and excellence, from grant writing and deadline management to prospect research and funder stewardship.

Reporting to the Senior Director of Corporate & Foundation Relations, the Institutional Giving Manager will serve as the operational engine of the institutional giving program: owning the grants calendar, coordinating cross-departmental workflows, drafting and editing a wide range of funding materials, and ensuring that the team's pipeline stays healthy and well-documented. This is an ideal role for a talented fundraising professional who is eager to deepen their grants expertise, take ownership of a functional area, and contribute meaningfully to a high-impact mission.

KEY RESPONSIBILITIES

Grants Management & Deadline Coordination

- Own and maintain the institutional giving calendar, including submission deadlines, reporting requirements, and stewardship touchpoints
- Coordinate internal workflows across program, finance, and development teams to ensure timely review and completion of all materials
- Track status of all proposals, reports, deliverables, and approvals; proactively flag upcoming deadlines and manage lead times
- Build and maintain efficient systems for grants administration, document management, and compliance tracking

Research & Pipeline Development

- Conduct comprehensive foundation and corporate prospect research; prepare research summaries and funding recommendations for the Senior Director and members of the senior leadership team.
- Support qualification and pipeline development for new grant and sponsorship opportunities
- Monitor trends in corporate philanthropy, CSR, and foundation giving relevant to Samaritans' mission and programs

Grant Writing & Content Development

- Draft and edit letters of inquiry, grant proposals, reports, corporate sponsorship requests, and institutional donor stewardship materials

- In collaboration with the Senior Director and contracted grant writer, create and maintain organizational "boilerplate" content, case statements, and program descriptions, ensuring they are accurate, compelling, and up to date
- Prepare briefings, one-pagers, and meeting preparation materials for the Senior Director, CDO, and CEO

Corporate Engagement Support

- Assist with the preparation of corporate sponsorship proposals, benefit fulfillment tracking, and stewardship communications
- Support the Senior Director in building and maintaining relationships with corporate partners, including coordinating logistics for workplace presentations, employee engagement opportunities, and corporate site visits
- Conduct research on prospective corporate partners, including CSR priorities, giving history, and alignment with Samaritans' mission.
- Help maintain corporate prospect and sponsor records in Salesforce, tracking engagement activity and next steps
- Assist with materials development for corporate partnership conversations, including one-pagers, pitch decks, and impact reports

Internal Coordination & Relationship Support

- Manage logistics for site visits, stewardship events, and funder meetings, including taking notes and following up on next steps
- Maintain accurate CRM records (Salesforce), including donor data, communication logs, and pipeline tracking
- Assist with event sponsor tracking and communications in coordination with the development and events teams
- Serve as a collaborative partner across the development team, contributing to team-wide goals and organizational culture

REQUIREMENTS & QUALIFICATIONS

- 5-7 years of relevant experience in grants, fundraising, development communications, or a closely related field preferred.
- Strong organizational and project management abilities, including comfort managing multiple deadlines and stakeholders simultaneously
- Experience with or strong aptitude for grants management systems, CRM platforms (Salesforce preferred), and online grant portals
- Outstanding writing and editing skills, with the ability to craft clear, compelling narratives for diverse audiences
- Familiarity with nonprofit budgets, program evaluation, and data collection in support of grant applications
- Collaborative, proactive, and self-directed work style with a strong attention to detail
- Genuine commitment to Samaritans' mission; interest in mental health, suicide prevention, or public health a plus
- Occasional evening and weekend work required to support funder engagements, events, and other related organizational priorities.
- Bachelor's degree required

SALARY & BENEFITS

The salary range for this position is $72,000– $84,000 annually and will be determined based on experience and skill set.

- Employer matched 401(k) Plan (Safe Harbor Match- 100% up to 3%, plus 50% from 3-5%)
- Short and Long-Term Disability coverage as well as Life Insurance- Premium paid by Samaritans.
    - Life Insurance coverage on individual employee benefits up to a maximum of $100,000.
- Health (85% of premium covered by Samaritans for individual plan), Dental (90% of premium covered by Samaritans for individual plan) and Vision insurance
- Healthcare FSA and Childcare DCA, Commuter Benefits and Employee Assistance Program
- Paid Family Medical Leave benefits- Premium paid by Samaritans
- Generous Vacation (New hires start with 10 days), Sick (8 days) and Personal Time Off (5 days)
- 14 paid holidays per calendar year
- Hybrid work schedule *(2 days required in office/week) plus* 6 fully remote work weeks
- Mileage Reimbursement: Provided for work-related travel to off-site trainings, conferences, and me
- Employee $300 professional development budget yearly

ABOUT SAMARITANS

Samaritans, Inc. is a Massachusetts-based suicide prevention organization that offers free, confidential, and nonjudgmental services to all who need them. Each day, Samaritans answers hundreds of calls and texts through the 988 Suicide & Crisis Lifeline and Hey Sam, a peer mental health support textline for young people. Samaritans also offers support groups for those affected by suicide and training so anyone can learn to help those in crisis.

Since 1974, Samaritans has answered more than 3.5 million calls and texts; educated 200,000 people to prevent suicide; supported 24,000 suicide loss survivors; and trained 6,500 volunteers to provide compassionate support.
Samaritans is an Equal Opportunity Employer.
To learn more about Samaritans, please visit: www.samaritanshope.org

HOW TO APPLY

All applicants must submit materials through this link: posting site: Institutional Giving Manager
Applications that are missing a resume or cover letter may not be considered

Disclaimer: During the course of the interview, we may inquire about sensitive topics, including the applicant's connection to suicide. We approach these questions with the utmost respect and understanding, recognizing the potential emotional impact they may have. Participation in answering such questions is entirely voluntary, and applicants are encouraged to skip any inquiries that they find uncomfortable. The purpose of these questions is solely to gather relevant information for the assessment process, and all responses will be handled with confidentiality and sensitivity. If at any point an applicant feels distressed or uncomfortable, they are encouraged to communicate their concerns to the interviewer or withdraw from answering specific questions.