



**Position title:** Institutional Relations Manager

**Reports to:** Director of Policy & Institutional Affairs

**Position type:** Full Time

### **About MANNA**

MANNA is a nonprofit organization in Philadelphia providing nutrition services to improve health for people with serious illnesses who need nourishment to heal. By providing medically tailored meals and nutrition education, we empower people to improve their health and quality of life.

### **Summary**

MANNA seeks a full-time staff member with a talent and passion for writing and donor strategy to lead all fundraising activities related to foundation and corporate grants. The Institutional Relations Manager plays a critical role in the organization's ongoing efforts to nurture and deepen relationships with current funders, diversify funding streams by building new relationships, and optimize growth opportunities. The position serves as a bridge between MANNA and its funders – both current and prospective – to identify common priority areas, emerging trends, and opportunities to support program development and enhancement. The ideal candidate will be happy participating in both strategic, big-picture conversations, as well as delving into the details to help the team take on a new prospect or implement a new system. The successful candidate will join the organization in an exciting and demanding period of growth and change. MANNA was recently awarded a Growth Grant from The Pew Charitable Trusts and has completed a comprehensive strategic business planning process. The Institutional Relations Manager will help raise funds to support the goals outlined in the business plan.

### **Primary Responsibilities**

- Write all grants and reports including annual 'boilerplate' proposal that serves as a springboard for multiple proposals, as well as high-level, project-specific proposals for corporations and foundations
- Grow institutional funding base by identifying and cultivating a pipeline of new prospects, and developing strategies for engagement including research of organizational connections and cross-department collaboration
- Develop and implement stewardship plan for existing institutional funders, including a segmented communications calendar and increased site visits, with the goal of strengthening relationships and increasing giving
- Represent MANNA at outreach and networking events to build the agency's prospect network
- Research and develop new funding opportunities to support emerging initiatives at MANNA
- Work with Director of Policy & Institutional Affairs to set annual institutional fundraising goals, forecast & track revenue, monitor deadline calendar, and develop and track grant budget
- Serve as hub for ongoing internal dissemination of MANNA outcomes including an annual Year In Review
- Work closely with staff around outcomes strategies. This includes determining data that are most impactful for external stakeholders and analysis for potential new grant opportunities.
- Support the efforts of the fundraising department as a whole, including conducting joint projects with colleagues
- Other duties as required



## Organization-wide Responsibilities

All staff hold the following responsibilities:

- Commitment to MANNA's mission and values.
- Support Kitchen, Distribution, and Events on an as-needed basis.
- Participate in staff meetings, attend community events, and otherwise contribute to strengthening the deep roots within our community, both internally and externally.
- Participate in ad hoc or organizational-wide committees or workgroups.
- Follow organizational policies and procedures as outline in the Employee Handbook

## Required Skills and Abilities

- Bachelor's degree in a writing-intensive field or relevant writing experience
- Proven track record of successful relationship management, effective process development, and organizational skills
- Exceptional verbal and written communication skills and ability to develop clear and convincing presentation materials
- 3-5 years of experience, including at least 2-3 years of relevant experience in a relationship management role
- Strong interpersonal skills and relationship-building qualities
- Ability to work independently with limited structural support
- Flexibility and ability to handle multiple tasks at one time in time-sensitive manner
- Proficient in Microsoft Office Suite. Experience in Salesforce or donor database preferred.
- Knowledge of the nutrition and health fields including major funders and peer organizations within the Philadelphia region preferred

This position is office-based and does not have the option to be remote. MANNA requires employees and volunteers to show proof of COVID-19 vaccination. Nights and weekends may be required as necessary to support MANNA events and other fundraising activities.

**SALARY:** Range \$55,000 - 63,000

**BENEFITS:** Health insurance, FSA, Pre-tax Commuter Spending Account, Life insurance, Disability insurance, 401(k) plan with match, PTO up to 12 days in year one plus 5 sick days, 10 paid holidays plus one 'floating' holiday per year. 10 work-from-home days per year.

**TO APPLY:** Send resume, cover letter, and three writing samples to: Emily Pagán, Senior Human Resources Generalist at [epagan@mannapa.org](mailto:epagan@mannapa.org)