

Foundation Relations & Development Communications Manager

Organization Overview

For 50 years, NARAL Pro-Choice America has led the fight for reproductive freedom for everyone, including the right to access abortion. Powered by more than 2.5 million members from all 50 states and a network of state affiliates, NARAL Pro-Choice America represents the more than 7 in 10 Americans who believe every person should have the freedom to make the best decisions for themselves about if, when, and how to start or raise a family. This means we're on the front lines in the fight to expand access to abortion, make contraception more affordable, prohibit discrimination against pregnant women, and ensure all parents have access to paid leave. In recognition of our work defending the constitutional right to abortion, Fortune Magazine rated NARAL as "one of the top 10 advocacy groups in America."

NARAL is looking for a Foundation Relations & Development Communications Manager who will put their writing and fundraising talents to use alongside a team of passionate advocates fighting on the front lines for reproductive freedom.

Location: Washington, DC
Reports to: Director of Foundation Relations & Development Communications
This position is: Full time, Non-Exempt Union, Level: III
Salary range: \$49,000-\$56,000

As part of our 14-person Development team, you will work directly with the Director of Foundation Relations & Development Communications to manage and grow a portfolio of 30-45 foundation donors under \$99,999; draft grant proposals and reports; lead the development and production of development collateral (e.g., annual report and donor newsletters); research, identify, and draft memos on potential foundation donors; and manage deadlines, donor records, acknowledgements, and other operational needs.

We need someone ready to hit the ground running—we're looking for someone with at least 1-3 years of experience writing grant proposals and reports, and who is skilled at adapting their prose to a variety of audiences and styles. The ideal candidate has experience researching, cultivating, and engaging with foundation funders; possesses strong communication skills and works well across teams to achieve mutual goals; has a strong attention to detail; and understands how to manage projects from start to finish.

Responsibilities:

- Directly manage a portfolio of 30-45 foundation donors under \$99,999, including research, cultivation, communications, proposal/report writing, and updates
- Lead the development collateral program (e.g., annual report and donor newsletters), including drafting copy, pulling art, liaising with staff and affiliates, communicating with outside design vendors, and leading the production schedule

- Assist the Director of Foundation Relations & Development Communications with larger, complex grant proposals and reports outside of your portfolio, including: developing outlines and writing proposal content; working with other departments and program staff to develop proposal material; developing project budgets; and copy editing materials for submission
- Research, identify, and cultivate potential foundation donors to grow your portfolio
- Manage a grants monitoring system to track proposal and project metrics/objectives, as well as budgets and expenses, to ensure consistent and accurate grant reporting that meets funder requirements
- Manage day-to-day grant operations, including proposal and report deadline tracking; foundation acknowledgements; contribution coding; donor memos; and donor record updates
- Oversee the department archiving system, ensuring that every team is upholding internal standards and business rules

Qualifications

- **Writing:** We need a writer who can synthesize complex information and turn it into a compelling story that motivates foundations—ranging from smaller family foundations to major, established organizations—to support our work. We also need someone who is skilled at adapting their style to different mediums and audiences; who can copy edit thoroughly and meticulously; and who is open to feedback and direction
- **Research and cultivation:** We need someone who is willing to go down rabbit holes, using tools such as Foundation Directory Online, 990s or Chronicle of Philanthropy to mine through documents, identify potential funders, and pull together memos—while also maintaining year-round cultivation for existing donors
- **Project management:** The ideal candidate has the ability to juggle deadlines, manage details to ensure smooth day-to-day operations, and be flexible in an environment where priorities can shift quickly
- **Enthusiasm:** A background in reproductive rights advocacy isn't required, but an interest in and enthusiasm for our mission is essential
- **Experience:** Candidates need at least 1-3 years of experience in grant writing, preferably in a social justice related nonprofit, or similar work in the public or private sectors. Bachelor's degree OR equivalent work experience accepted
- **Knowledge of diverse groups, working with a multicultural workforce, and sensitivity to and appreciation of cultural differences is required, as is a clear understanding of, and commitment to, NARAL's mission and goals**

Application Process

NARAL Pro-Choice America does not discriminate on the basis of race, ethnicity, national origin, religion, socioeconomic status, sex, sexual orientation, gender identity and expression, age, disability, marital status, veteran status, or political affiliation. Candidates

with backgrounds, identities, and experiences that are historically underrepresented in reproductive freedom nonprofits are encouraged to apply.

How to Apply

To apply for this position, submit a cover letter, resume, and two relevant grant writing samples (or one grant writing and one similarly relevant sample) to: developmentjob@prochoiceamerica.org with your name and the job title in the subject line.

NARAL Pro-Choice America is an equal opportunity employer. All our positions require a sensitivity to and appreciation of cultural differences.