



Institutional Giving Manager

Gracelight Community Health

Founded in 1897 as part of the Society of El Hogar Feliz Orphanage by the Franciscan Sisters, Gracelight Community Health (formerly QueensCare Health Centers) has evolved into a leading Federally Qualified Community Health Center (FQHC) since 2003. Serving the underserved low-income communities of greater Los Angeles, we provide high-quality, comprehensive, and cost-effective healthcare across five locations: Hollywood, Echo Park, East Los Angeles, Eagle Rock, and Westlake North. Annually, our dedicated team supports nearly 25,000 community members, resulting in over 125,000 encounters, embodying our commitment to accessible, compassionate care.

As Gracelight embarks on a rebranding journey, we continue to enhance our services and accessibility, particularly through the development of a new health center in East Hollywood on Vermont. This marks an exciting chapter in our mission to meet the growing health needs of our diverse communities.

We seek passionate individuals to join our dynamic team, who are committed to innovation, excellence, and the well-being of the communities we serve. Gracelight offers a competitive salary, benefits package, and a culture that champions excellence, achievement, innovation, and compassion.

Join us in fostering a healthier Los Angeles.

SUMMARY:

The Institutional Giving Manager is responsible for developing and executing a comprehensive institutional fundraising strategy that aligns with Gracelight Community Health's mission and strategic priorities. This role focuses on securing significant grants from foundations, government entities, and corporations to support the health center's initiatives, including capital projects, operational support, and programmatic funding.

The ideal candidate will not only have successful grant-writing experience and excellent writing, research, and organizational skills but will also be committed to Gracelight Community Health's strategic goals of people, education, community impact and financial growth and diversification. This position is an excellent opportunity to work with a highly effective nonprofit that has a rich history of serving marginalized populations through the delivery of comprehensive trauma informed patient centered health and wellness services.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Strategic Fundraising

- Under direction of the Chief Advancement Officer (CAO) develops an annual fund development plan and budget, including goals and strategies for securing government, foundation, and corporate grants.
- Secure \$1 million in new funding during the first fiscal year, with year-over-year increases in subsequent years.
- Identify grant opportunities, oversee grant application processes, ensure timely submission of proposals, and manage grant reporting requirements.
- Develop and update schedule of grant applications and reporting deadlines for current and potential funders.
- Write grant letters of interest and applications, compile all required materials, and submit.
- Ensure receipt, recording, and recognition of grants from funders.
- Execute government grant contracts, as well as foundation and corporate agreements.
- Maintain updated records of grantor/funder donations and stewardship activities.
- Track and report on fundraising progress against goals, using data to adjust strategies as necessary.
- Maintain an overarching case for support and impact profile of Gracelight generally and for all programs; including outcomes and numbers of persons served and funding sources. The profile is to be updated semi-annually.
- Aware of organizational local, state, regional, and national initiatives relevant to grant-making organizations, stays abreast of regulatory changes and ensures that policies and procedures related to grants are amended as needed.

Collaboration

Achieving Gracelight Community Health's fund development goals requires effective collaboration and accountability with other internal staff members through the following activities:

- Work closely with the CAO, CFO, CEO, program directors, and other staff to gather information for grant proposals and reports. Collaborate with the marketing and communications team to align external messaging with fundraising needs.
- Work collaboratively with various departmental staff to prepare organizational and project budgets for applications and with CAO on financial reports for grant reports.
- Participate in team meetings, planning meetings, and project development meetings.
- Contribute to the preparation of annual and project reports.
- Participate in fundraising, and other events, many of which occur on nights and weekends.

Institutional Relationships

Working collaboratively with CAO, the Institutional Giving Manager is responsible for building and strengthening relationships with potential and current funders, through the following activities:

- Cultivate and maintain relationships with new and existing institutional donors, ensuring they are informed and engaged with the impacts of their support.
- Attend meetings and events organized by or featuring institutional partners.

- Conduct regular communication with current and potential funders to update them on Gracelight's projects and invite them to Gracelight events.
- Develop new opportunities to deepen relationships with current and potential funders.
- Become active in the professional grant writing and fundraising community in Los Angeles through professional development opportunities, networking, and memberships.
- Other duties as assigned.

QUALIFICATIONS, SKILLS & ABILITIES:

We're seeking candidates who enjoy telling compelling stories and can inspire people to give to Gracelight. You should have or be:

- Bachelor's degree. Preferably in English, journalism, communications, education, nonprofit management, or related field; master's degree in relevant field a plus
- At least 5 years of experience in fundraising, specifically with a focus on grant writing and institutional donors, in a non-profit or healthcare setting.
- Proven track record of securing funding from foundations, government agencies, and corporations.
- Knowledge of the healthcare sector and specifically Federally Qualified Health Centers (FQHCs) is highly desirable.
- Strong writing, grammar, and editing skills; ability to write compelling case statements.
- Excellent oral communication skills
- Exceptional organizational skills to track multiple deadlines and requirements that vary among funders.
- Strong interpersonal skills and collaborative team player
- Experience with analyzing and preparing budgets.
- Familiarity with assessment and evaluation methods
- Adept at online research
- Proficient with MS Word and Excel and Adobe Acrobat, as well as Microsoft Teams, SharePoint, OneDrive equivalents and donor database systems.
- Self-reliant, good problem solver, and results oriented.
- Critical thinker able to navigate advancement issues daily, and strategically develop long term plans.
- Possesses excellent written and verbal communication skills, utilizing, tact, active listening, empathy, and compassion. Able to manage conflict in a direct and professional manner.

PHYSICAL, ENVIRONMENTAL, AND MENTAL REQUIREMENTS:

The physical, environmental, and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical: While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance,

stoop, kneel, crouch, or sit. The employee is occasionally required to push/pull objects up to 50 lbs, and to lift/carry objects up to 25 lbs. Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. The employee is occasionally required to ascend and descend stairs. Specific vision abilities required by the job include close vision, color vision, and ability to adjust focus.

- Sensory: The employee is frequently required to read documents, written reports, and plans. Ability to compose routine reports and correspondence. Must be able to distinguish normal sounds with some background noise, as in answering the phone, interacting with staff, etc. Must be able to speak clearly and understand/be understood using the English language.
- Cognitive: The employee is frequently required to concentrate on moderate detail with constant interruption. Must be able to attend to a task/function for 20-45 minutes at a time. Frequently required to understand and relate to specific ideas, several at a time. Must be able to remember multiple tasks/assignments given to self and others over a period of several days. Must be able to analyze information, problems, situations, practices, or procedures. Must be able to analyze complex technical data using qualitative and quantitative sources of information to formulate logical and objective conclusions and to recognize alternatives and their implications. Must be able to carry out instructions delivered in written, oral or in other daily situations that arise and deal with problems involving several concrete variables in standardized situations.
- Environmental: Frequent exposure to varied office and mixed (health center/office) environments. Occasional exposure to toxins and poisonous substances, dust, and loud noises.