



# COMMUNITY LEGAL SERVICES IN EAST PALO ALTO

## **JOB ANNOUNCEMENT: MANAGER OF INSTITUTIONAL GIVING**

**Office Location: Redwood City office**  
***Applications accepted on a rolling basis***

### **ABOUT THE ORGANIZATION**

Community Legal Services in East Palo Alto (CLSEPA) is a non-profit legal services agency. We provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. CLSEPA specializes in housing, immigration, employment, re-entry and consumer law and combines policy, advocacy and impact litigation with direct legal services. More information about CLSEPA is available at [www.clsepa.org](http://www.clsepa.org).

### **ABOUT THE POSITION**

The Manager of Institutional Giving is responsible for CLSEPA's institutional giving portfolio, including foundation, corporate, government, and other organization partners. Reporting to the Director of Strategic Partnerships, this position is responsible for oversight and management of grant proposals and reports and related duties; solicitation of corporate and law firm sponsorships; and identification of new funding sources. As an integral member of the Development team, the Manager of Institutional Giving helps in strategy development, and in implementation of the annual gala, as well as in other fundraising, communications, and partnership activities of the department. This position is an excellent match for a candidate who is passionate about social justice.

### **KEY RESPONSIBILITIES**

- Provides leadership for institutional giving strategies; builds and maintains strategic partnerships with current and prospective institutional donors by creating and implementing strategies for cultivation, solicitation, and stewardship of gifts
- Determines funding alignment with projects and programs, recommends opportunities for upgrades from current funders and increasing multiyear grants; champions fresh ideas for expanding our scope of support
- Actively participates in the development of CLSEPA's fundraising strategies and partnership development
- Leads research efforts to identify new institutional funding sources including foundation, corporate, law firm, government, and other funding organizations
- Responsible for creation of the annual Grant Proposal and Grant Report Calendars
- Oversees cross-departmental implementation process for the approved calendars
- Oversees grantwriting and serves as a primary grantwriter; prepares grant proposals, grant reports, sponsorship solicitations, and supporting materials
- Guides communications staff in the development of engaging funder collateral.
- Oversees collection and reporting of data for funding proposals, reports, and other needs
- Generates and refines data reports; identifies gaps in data collection
- Manages sponsorship fundraising for the annual gala, and actively participates in planning and implementation of the event
- Maintains files and tracking systems for institutional giving program

## QUALIFICATIONS

- B.A./B.S preferred, demonstrated track record of experience in fundraising from institutional and/or government funders in a program or development capacity
- Collegial and diplomatic, able to collaborate cross departmentally, organize a high volume of work, and meet funder deadlines
- Able to work independently, and to set and carry out objectives with minimal supervision;
- Attention to detail, with ability to manage deadlines and handle confidential information in a discreet and professional manner;
- Values working cooperatively with others

## COMPENSATION

- Salary: \$69,000 or higher (depending on experience)
- FLSA Status: Exempt
- Benefits include generous paid leave, medical, vision and dental insurance, life and disability insurance, and a 403b retirement plan. CLSEPA also offers a flexible spending plan, for qualified health and child care expenditures.

## HOW TO APPLY

Please send your resume, cover letter, and list of three references to Human Resources, Community Legal Services in East Palo Alto, 1861 Bay Rd., East Palo Alto CA 94303 or email [jobs@clsepa.org](mailto:jobs@clsepa.org) with “Manager of Institutional Giving” in the subject heading. No calls please. **In your cover letter, please address the following in order for your application to be considered.** CLSEPA’s clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. ***How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff?*** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

*CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.*