



CVOEO Position Description

Program	Administration
Title	Senior Institutional Giving Manager
Reports to	Chief Philanthropy & Communications Officer
Supervises	N/A
Remote / Hybrid	Three (3) days in office based on business needs

Job Summary

The Senior Institutional Giving Manager is a vital member of CVOEO's Philanthropy and Communications team and works closely with CVOEO's Executive Director and the Chief Philanthropy & Communications Officer. The Senior Institutional Giving Manager leads the full range of activities required to prepare, submit, and manage grant proposals to government agencies, foundations, and corporations. Duties include proposal writing for both unrestricted operating revenue, restricted projects, and special campaigns. The Senior Institutional Giving Manager engages in prospect research to sustain and grow funding sources and submits timely and accurate reports for grant funded projects. The Senior Institutional Giving Manager has unique access to federal databases including ESNAPS for submission, updates, and reporting. Additionally, the Senior Institutional Giving Manager interacts with various constituencies, including funders, community partners, CVOEO's Program Directors, and administrative staff to aid in sustaining CVOEO programs.

This position plays a key role in advancing the organization's fundraising strategy and sustaining long-term institutional partnerships.

Summary of Essential Job Functions

- Lead the full range of activities required to prepare, submit, and manage government, foundation, and corporate grant proposals.
- Support the Executive Director and the Chief Philanthropy & Communications Officer with strategic funding decisions, policies, and procedures.
- Partner with CVOEO Program Directors to plan, track, and apply for regularly occurring federal, state, and town funding opportunities.
- Collaborate with CVOEO staff and congressional representatives to identify and submit requests for congressionally delegated spending opportunities, including post-award project management and reporting.
- Maintain a comprehensive grant tracking timeline capturing application status, outcomes, and reporting deadlines to ensure compliance with institutional funder requirements.
- Utilize and maintain CVOEO's grants management system(s) to track deadlines, report on outcomes, and manage the full lifecycle of funding opportunities.
- Access and monitor grants.gov and other state and federal outlets as requested for discretionary funding opportunities that align with CVOEO's programmatic needs,

mission, and values; maintain CVOEO's grants.gov account.

- Use online tools to conduct prospect research to identify, qualify, and create prospect profiles that support evaluation of funding opportunities.
- Create and maintain a bank of boilerplate language to share with colleagues across the organization to support proposal writing and communications efforts.
- Review drafts and support development of smaller grant proposals prepared by program staff and peers.
- In partnership with CVOEO's Finance Department, create and refine financial information and budgets for proposals and reports for institutional funders.
- In collaboration with Chief Philanthropy & Communications Officer, Community Engagement and Communications Officer, and other internal stakeholders, support institutional fundraising activities for signature community events, including Karibu, Holidays Without Hunger Gala, and Wheels for Warmth.
- Collaborate with community partners on prospecting, proposal writing, and reporting for joint funding opportunities.
- Stay up to date on giving trends and funding priorities within the nonprofit sector.
- Participate in staff meetings, trainings, and other activities as needed.
- Other duties as requested.

Minimum Requirements

- Bachelor's degree in nonprofit management, communications, public administration, business, or related field and a minimum of five (5) years' experience with nonprofit grant writing and fund development, including at least two (2) years' experience with writing state and/or federal grants.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Effective verbal and written communication skills; bilingual abilities are a plus.
- Ability to write clear, structured, articulate, and persuasive proposals.
- Strong analytical skills and the ability to synthesize complex information and data.
- Must possess strong editing skills, be detail-oriented, and self-disciplined.
- Ability to initiate projects, be flexible, work well in a team environment, handle multiple assignments, and meet multiple deadlines.
- Ability to prioritize appropriately when facing multiple responsibilities and tasks.
- Ability to monitor and meet income goals, work independently, and uphold safety standards.
- Ability to abide by all regulations, policies, work procedures, and instructions.
- Demonstrated proficiency in Microsoft Office Suite and general computer applications databases, email and internet-based tools.
- Ability to guard confidentiality and security of donor information.
- Familiarity with outcomes-based work such as RBA or ROMA.
- Deep commitment to CVOEO's mission, vision, and values
- Willingness to work occasional evenings and weekends as needed for meetings or events.
- Valid driver's license, clean driving record, access to private transportation, and willingness and ability to travel within the CVOEO service area.
- Ability to uphold safety standards.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HR use only			
Union Status	Non-union	Hiring Range	\$80,622 - \$85, 655
FLSA Status	Exempt	Last Revised	May 2026



Physical Demands: Senior Institutional Giving Manager

The physical demands described here are representative of those that an individual must meet to successfully perform the essential functions of this job. CVOEO will make reasonable accommodation to enable individuals with disabilities to perform these functions.

In an 8-hour workday, this job requires:

N = Never (0 hours per day)

R = Rarely (less than 1/2 hours per day)

O = Occasionally (1/2 to 2.5 hours per day)

F = Frequently (2.5 to 5.5 hours per day)

C = Continually (5.5 to 8 hours per day)

Lifting/Carrying (Amount of force exerted to lift and/or carry)

1 – 10 lbs. (circle one):	N	R	O	F	C
11 – 20 lbs. (circle one):	N	R	O	F	C
21 – 35 lbs. (circle one):	N	R	O	F	C
36 – 50 lbs. (circle one):	N	R	O	F	C
51 – 75 lbs. (circle one):	N	R	O	F	C
76 – 100 lbs. (circle one):	N	R	O	F	C

Pushing/Pulling (Amount of force exerted to push and/or pull)

1 – 10 lbs. (circle one):	N	R	O	F	C
11 – 20 lbs. (circle one):	N	R	O	F	C
21 – 35 lbs. (circle one):	N	R	O	F	C
36 – 50 lbs. (circle one):	N	R	O	F	C
51 – 75 lbs. (circle one):	N	R	O	F	C
76 – 100 lbs. (circle one):	N	R	O	F	C

Postures/Movements

Sitting (circle one):	N	R	O	F	C
Standing (circle one):	N	R	O	F	C
Walking (circle one):	N	R	O	F	C
Stooping, kneeling, crouching (circle one):	N	R	O	F	C
Reaching and/or grasping (circle one):	N	R	O	F	C
Hand/finger dexterity (circle one):	N	R	O	F	C
Climbing and/or balancing (circle one):	N	R	O	F	C
Carrying, pushing and/or pulling (circle one):	N	R	O	F	C

Cognitive/Sensitive						
Talking	(circle one):	N	R	O	F	C
Hearing	(circle one):	N	R	O	F	C
Sight (acuity)	(circle one):	N	R	O	F	C
Touch	(circle one):	N	R	O	F	C
Smelling/tasting	(circle one):	N	R	O	F	C
Occupational Aspects/ Work Environment						
<i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. C.V.O.E.O. will make reasonable accommodations to enable individuals with disabilities to perform these functions.</i>						
Working Inside	(circle one):	N	R	O	F	C
Working Outside	(circle one):	N	R	O	F	C
Changing Temperatures	(circle one):	N	R	O	F	C
Wet/Humid Conditions	(circle one):	N	R	O	F	C
Confined Spaces	(circle one):	N	R	O	F	C
Use of computer	(circle one):	N	R	O	F	C
Weekend/evening	(circle one):	N	R	O	F	C
Areas of dust, odors, mold	(circle one):	N	R	O	F	C
Mechanical, electrical hazards	(circle one):	N	R	O	F	C
A flexible work schedule	(circle one):	N	R	O	F	C
Fast paced and deadline oriented	(circle one):	N	R	O	F	C
Warehouse environment, may be noisy	(circle one):	N	R	O	F	C
Collaborating and working with others	(circle one):	N	R	O	F	C
Travel time, with occasional overnight stays	(circle one):	N	R	O	F	C
Work independently and with minimal supervision	(circle one):	N	R	O	F	C
Other Aspects						
Infectious Agents	(circle one):	N	R	O	F	C
Chemicals	(circle one):	N	R	O	F	C

Employees must support CVOEO’s mission consistently while performing their duties and while assisting CVOEO in achieving the strategies and outcomes of our strategic plan. They must fulfill their individual responsibility to communicate suggestions, ideas, improvements, and other constructive feedback to management. Additionally, every employee is responsible for following the guidelines set forth in the Employee Handbook,

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements.

This job description reflects CVOEO’s best effort to describe the essential functions and qualifications of the position described. This is not intended to be a contract for employment and either you or the employer may terminate employment at any time, for any reason. Your signature indicates that you have read this job description and understand the essential functions and essential qualifications of the position. You will be evaluated, in part, based upon your performance of the tasks listed in this job description.

Employee Printed Name: _____ Date: _____

Employee Signature: _____