



1600 20th Street, NW • Washington, D.C. 20009 • 202/588-1000 • www.citizen.org

Position Available – Foundation Relations Manager Development

GENERAL DESCRIPTION OF POSITION: The Foundations Relations Manager will identify, cultivate, solicit, and manage the stewardship of foundation donors and prospects for Public Citizen. This person is responsible for managing Public Citizen's multimillion-dollar portfolio of foundation donors and prospects, including developing and implementing an organizational foundation fundraising strategy; positioning Public Citizen's grant requests in light of leading foundations' evolving priorities, developing relationships with managerial level staff at major foundations, conceptualizing and writing grant proposals, and managing the entire grant process.

The successful candidate will be entrepreneurial with the ability to lead and work in a team environment, partnering with other members of the senior staff to enhance the fundraising function of Public Citizen. The Foundation Relations Manager will be a facilitator and coordinator with outstanding leadership abilities and interpersonal skills and must possess good judgment and integrity. The successful candidate will be an effective communicator adept at crafting proposals, donor correspondence, and other kinds of materials that will help advance Public Citizen's mission.

RESPONSIBILITIES:

1. Cultivate, solicit, and steward new and existing foundation donors.
2. Maintain regular contact with a portfolio of prospects. Generate proposals, acknowledgement letters, and interim and final reports.
3. Develop a comprehensive foundation grant strategy in collaboration with the President, EVP, Program Directors, and Development Director.
4. Thoroughly understand Public Citizen- its mission and policies, culture, values, history, programs, and finances.
5. Track the distribution of awards and grants in collaboration with the Chief Financial Officer and the Director of Development.
6. Develop and maintain written materials for dissemination to foundations.
7. Assist in additional responsibilities as needed.

QUALIFICATIONS:

Education: Bachelor degree required.

Knowledge: Broad knowledge of leading foundation's interests, evolving strategies and priorities, as well as contacts at key foundations. Knowledge of foundation research techniques and giving methods. Knowledge of tracking, recording, and reporting on existing grants.

Work Experience: 5-10 years of foundation relations or related development work, preferably at a public interest advocacy organization. Experience writing grant proposals, letters of inquiry, and reports. Demonstrated success in developing and implementing foundation fundraising strategies for a public interest advocacy organization or other nonprofit.

Skills: Outstanding research and presentation skills. Strong oral and written communication skills. Strong project management skills. Demonstrated ability to identify and successfully cultivate new foundation prospects.

Capabilities: Highly motivated and innovative thinker as well as problem-solver. Ability to handle multiple assignments under deadlines and changing circumstances. Attention to detail and accuracy, ability to work independently, a strong knowledge of how to use research to identify potential grants. Strong interest in and commitment to the public interest.



1600 20th Street, NW • Washington, D.C. 20009 • 202/588-1000 • www.citizen.org

SALARY AND BENEFITS:

Competitive salary commensurate with experience. Good medical and dental coverage. Three weeks paid vacation for new employees.

TO APPLY:

Please send a cover letter, resume and writing sample to mstrand@citizen.org. No phone calls.

Public Citizen is an equal opportunity employer. Public Citizen employees are proud members of SEIU Local 500. People of color, women and LGBT candidates are encouraged to apply.