

CENTER FOR  
**Gender & Refugee**  
STUDIES

*Protecting Refugees • Advancing Human Rights*

**CGRS Manager of Institutional Giving**

**ABOUT THE CENTER FOR GENDER & REFUGEE STUDIES**

The [Center for Gender & Refugee Studies \(CGRS\)](#) protects the fundamental human rights of refugee women, children, LGBTQ individuals, and others who turn to the United States for safe haven. We combine sophisticated legal strategies with policy advocacy and human rights interventions to hold the U.S. government accountable to its legal obligations to those fleeing persecution. CGRS has played a key role in every major precedent-setting gender-based asylum case in the last two decades, breaking new legal ground and winning crucial victories to protect refugees. Over the past four years we have fought back against an unrelenting barrage of attacks on the U.S. asylum system, which have escalated in the face of the COVID-19 pandemic. Now more than ever, our team of advocates are determined to defend the rights of asylum seekers and restore access to refugee protection in the United States.

**THE ROLE AND RESPONSIBILITIES**

The Manager of Institutional Giving will play a lead role in implementing and managing CGRS's institutional development strategy as the organization looks to expand, steward, and diversify its grants portfolio. Reporting to the Deputy Director, the Manager of Institutional Giving will use their excellent written communication skills to translate the important legal work done by CGRS for external stakeholders. The Manager of Institutional Giving will passionately tell the story of the CGRS's advocacy and mission to establish working relationships with a growing base of funders. The Manager of Institutional Giving will serve as a primary grant writer and liaison between CGRS's development team and program teams to synthesize programmatic developments and compile, analyze, and report on the organization's impact to funders. They will develop compelling proposals and reports for impact using a logical framework, identify viable prospects, and take ownership for CGRS's institutional fundraising efforts including prospecting, cultivation, and stewardship of funders.

Typical duties and responsibilities consist of, but are not limited to, the following:

- Develop and execute CGRS's annual and long-term institutional fundraising plan to meet organizational and programmatic goals;
- Understand CGRS's mission, programs, and goals to effectively explore and pursue new funding opportunities from a broad range of institutional prospects;
- Lead the drafting of compelling letters of inquiry, concept papers, grant proposals, and other requests for institutional funding;
- Work with program staff to synthesize achievements and capture CGRS's impact for inclusion in reports to funders and other communications;
- Manage the grants' calendar and ensure the timely submission of all proposals and reports;
- Perform relevant research to identify grant opportunities and cultivation plans for prospective funders;
- Identify and develop strategies to optimize the grants administration process and streamline cultivation and stewardship of institutional funders;

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- Coordinate with the finance team to prepare for funders all necessary budgets and financial statements;
- Execute an annual foundation cultivation strategy which includes updates, phone calls, meetings, and other events, which help to achieve and maintain foundation support and advance relationships.

*This position will be fully remote for the foreseeable future due to the COVID-19 pandemic.*

## **REQUIREMENTS**

### **Education and Experience**

- A Bachelor's Degree or equivalent work experience.

### **Knowledge, Skills, and Abilities**

- Exceptional writing and editing skills with meticulous attention to detail;
- A multi-tasker with the ability to work under pressure and manage concurrent deadlines;
- The ability to quickly understand the complex legal concepts of CGRS's work and to thoughtfully translate the work for non-legal audiences in accessible, persuasive, and inspiring ways;
- Effective organization, time, and project management skills with a nimbleness to shift between projects as needs evolve;
- Eagerness to work with and learn from strong, intelligent, and passionate team members;
- Strong interpersonal skills and ability to build relationships with diverse stakeholders;
- Passion for CGRS's mission, committed to teamwork, and achieving results;
- Experience in nonprofit fundraising and proven track record of successful grant awards preferred;
- Experience with basic financial management including the development and monitoring of budgets and financial reporting preferred;
- Proficient knowledge of computers and office related systems, including project planning tools, research tools, and various office related software programs.

*The skills listed above are comprehensive, and we understand there are great candidates who possess only a subset of those skills, or who have other important skills. If you match some of these skills, please do not hesitate to apply.*

## **SALARY**

\$60,000 - \$75,000 (commensurate with qualifications)

## **BENEFITS**

### **Health and Welfare Benefits**

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

## For Your Financial Future

- Life Insurance, Disability Insurance, and Legal Insurance
- University of California Retirement Plan (a defined benefit plan)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

## For Your Work/Life Balance

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

## THE HIRING PROCESS

**This position is open until filled.** Apply online at: <https://uc-hastings.breezy.hr/p/c00944a7c588-manager-of-institutional-giving-and-grantwriter>

CGRS is Equal Opportunity Employer committed to inclusive hiring and work culture. We strongly encourage applications from people of color, women, LGBTQ+ individuals, formerly incarcerated individuals, individuals with disabilities, and members of marginalized communities.

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*