



## Manager, Institutional Giving | Advancement Team

### About Good Reason Houston

Good Reason Houston exists to ensure that every child, in every neighborhood of Houston, has access to a world-class public education and the opportunity to thrive in the Houston of tomorrow. From a child's first day of Pre-K to their first day on the job, we work to make sure every student is prepared for success in school, career, and life.

Anchored in a cradle-to-career vision, Good Reason Houston is driven by a bold North Star Goal: to double the rate of public school graduates earning a living wage by 2040, positioning economic mobility as the ultimate measure of student success. Achieving this goal requires collaboration across sectors, and Good Reason Houston serves as Houston's regional education backbone, uniting public school systems, higher education institutions, employers, and civic leaders around a shared vision for student success.

Good Reason Houston **builds awareness** of, **advocates** for, and **advises** school systems on measures aimed to improve the quality of education available to all. Today the organization partners with 25 public school systems that collectively serve 700,000 students across 900 public schools in the Houston region. We seek to cultivate a shared regional vision for educational quality, to build the capacity for change required within districts and the greater Houston community, and to foster collective ownership to support student-level results for kids across our city.

For more information, please visit [www.goodreasonhouston.org](http://www.goodreasonhouston.org).

### About the Role

Good Reason Houston's Manager, Institutional Giving supports institutional fundraising efforts by executing grant writing and reporting tasks, organizing stewardship and engagement activities for foundation donors, and maintaining the institutional giving pipeline and data systems. This position helps execute multi-year institutional giving strategies, coordinates cross-functional information gathering, drafts grant applications and reports, and maintains accurate grant records.

Additionally, the role provides portfolio and general advancement support by preparing donor meeting materials, drafting communications, tracking pledges and payments, and facilitating internal follow-up tasks. It also plays an important role in ensuring the efficiency and effectiveness of the organization's institutional giving processes. The Manager, Institutional Giving will collaborate across departments to craft proposals, execute donor engagement activities, and prepare stewardship reports. This role reports to the Director of Foundation Relations and works closely with the Director of Corporate Partnership and Engagement.

The ideal candidate is self-motivated, organized, detail-oriented, and driven to deliver critical functions of Advancement Team operations. This person must have excellent writing and communications skills, an entrepreneurial mindset, and alignment with the mission and core values of Good Reason Houston.

### Primary Responsibilities:

**Institutional (Foundations & Corporate) Donor Management Support (80%)**

- Assist the Director of Foundation Relations and Director of Corporate Partnerships and Engagement in executing a multi-year strategy for increasing institutional gifts.
- Support a range of activities to cultivate and steward donors and prospects (e.g., conduct initial prospect research, create donor profiles, draft meeting preparation, prepare meeting folders, direct mailings, etc.)
- Expand institutional giving prospect pipeline, identifying and researching new institutional giving prospects, giving potential, timelines, etc.
- Craft compelling, story-driven visual materials that effectively communicate Good Reason Houston's mission and impact to inspire institutional donors and secure funding.
- Maintain a comprehensive view of funding pipelines across all institutional revenue streams, identifying trends and generating strategic recommendations for funding priorities.
- Ensure impeccable donor stewardship (sufficient appreciation outreach, meet progress reporting, and update meeting requirements and requests, etc.)
- Ensure all substantive donor interactions (e.g. emails, meetings, written outreach, etc) are logged in Raiser's Edge NXT database within the week that they occur.
- Collect key information cross-functionally to support grant applications and required reporting.
- Draft grant applications and reports in collaboration with necessary stakeholders to ensure timely submission.
- Maintain deep institutional knowledge of Good Reason Houston active grant activities to communicate progress and impact to funders.
- Oversee special stewardship projects such as: follow up letters after events, invitations to special events, etc.
- Communicate and coordinate meetings and special needs for donors; this may require cross functional coordination internally and externally.

**Portfolio Support and General Advancement (20%)**

- Coordinate information sharing and collect key information and data cross functionally.
- Prepare branded, clear, and impactful meeting materials for scheduled donor meetings.
- Draft donor communications and post-meeting follow-ups to ensure timely and impactful follow-up on all donor activity.
- Monitor active institutional grants in progress to identify follow-up needs to ensure programmatic activities are reported.
- Conduct prospect/donor research and prepare reports for fundraising meetings with donors for Chief Executive Officer, Chief Advancement Officer, Director of Foundation Relations, and Director of Corporate Partnerships and Engagement
- Maintain and track donor pledges, payments, and reporting needs related to institutional giving.
- Other duties as assigned, as the organization's fundraising program grows.

## **Our Team**

Our core values reflect the principles that ground and guide our work. They serve as the foundation for how we show up, internally with our colleagues and externally with our partners and communities. These values shape how we make decisions, collaborate across teams, and navigate challenges. They are the throughline that connects our culture to our impact.

## **CURIOUS**

*We are curious— we ask, listen, and learn with humility to grow our understanding and improve how we work in service of students.*

## **CONNECTORS**

*We are connectors—we build meaningful, authentic relationships that create momentum for lasting change with and for Houston students, families, and communities.*

## **ROOTED**

*We are rooted— we show up with purpose and persistence, grounded in our mission and in deep commitment to Houston.*

## **FORWARD-THINKING**

*We are forward-thinkers—we champion an optimistic vision for Houston’s future and tackle complex challenges with boldness, creativity, and strategic action.*

## **STUDENT-CENTERED**

*We are students-centered—removing barriers, expanding opportunity, and shaping systems to improve outcomes for students with the greatest needs.*

Good Reason Houston staff are expected to support this organizational culture by promoting and adhering to these team traits to maintain an open and cohesive work environment & relationships.

## **Qualifications & Key Attributes**

- Bachelor’s degree required
- At least 2 years of experience in fundraising, with an emphasis on preparing materials for grant submission
- Superior attention to detail and organizational skills
- Ability to prioritize, sequence, and execute projects
- Eagerness to collaborate in a dynamic environment
- Excellent research, analytical, and problem-solving skills
- Strong written and oral communication skills
- Exceptional personal ownership for meeting goals and track record of follow-through
- Proficiency with MS Excel, Outlook, PowerPoint, and Word required

- Ability to maintain and update databases with a high level of accuracy (Experience using donor database, such as eTapestry, Blackbaud, Salesforce, etc., highly preferred)
- Demonstrated capacity to be flexible and adaptable in changing environment, able to flex to respond to team needs and take on projects when needed
- Passion about the mission, vision, and goals of Good Reason Houston and how this position contributes to the organization's success

### **Working at Good Reason Houston**

Good Reason Houston offers a competitive salary commensurate with experience in a similar position. The starting salary range for this position is \$80,000. New hires are offered a salary depending on qualifications, internal equity, and the budgeted amount for the role. Good Reason Houston also has a 401(k) (automatic 3% employer contribution), life, medical, dental and vision insurance packages. Each employee accrues 35 paid time off days per calendar year in addition to the 19 paid holidays per year. Good Reason Houston is an office-based organization, but allows for virtual work on Mondays and Fridays.

Apply Here: <https://goodreasonhouston.applytojob.com/apply/vMvMze1pK4/Manager-Institutional-Giving-Advancement-Team?source=Our%20Career%20Page%20Widget>