



## Director of Corporate & Foundation Philanthropy

Nest is a New York City based 501(c)3 nonprofit committed to furthering global workforce inclusivity, gender equity, and cultural preservation through responsible development of the global craft sector. Nest is reimagining the future of work and advocating for the interests of overlooked artisan and maker entrepreneurs and small businesses to advance gender equity and deepen economic inclusion for women and vulnerable populations in the United States and around the world. Through a comprehensive suite of programs, Nest supports over 1,500 micro and small businesses as they develop their operations to access meaningful market opportunities and achieve long-term success.

This role sits within Nest's Partnerships Team which is responsible for raising the organization's annual revenues of over \$4M. This team of 7 oversees the organization's engagement with its active Board members and advisors, as well as brand and corporate partners, and institutional and individual donors. We are seeking a full-time Director of Corporate & Foundation Philanthropy with a proven track-record of successfully securing philanthropic funding from foundation and corporate partners.

The Director of Corporate & Foundation Philanthropy is responsible for identifying and cultivating corporate and foundation partners for the purpose of developing ideally long-term funding relationships, but also project specific partners. This Director reports to the Chief Strategy & Partnerships Officer and will work closely with the Executive team, as well as the Communications & Advocacy team, to concept and develop proposals to foster new relationships as well as actively steward existing relationships.

### Major Responsibilities

- Develops, coordinates and implements a comprehensive corporate and foundation relations plan to increase revenue from these constituencies
- Directs and serves as lead writer and editor for grant proposals to corporations and foundations including budget and form preparation
- Participates in setting goals for the portfolio working alongside the Chief Strategy and Partnerships Officer
- Actively seeks partnership opportunities to fund identified organizational needs as well as special projects co-designed with cross-functional teams at the organization
- Works closely with the Director of Corporate Relationships on collaborative pitches to corporate partners who have an active relationship with organization where the addition of strategic philanthropy alongside paid consultancy services provided by Nest would magnify impact
- Develops new corporate and foundation relationships, creating appropriate cultivation solicitation and stewardship strategies for each. Provides outreach to corporations and foundations initiating and attending meetings and conferences with key leaders. Works to increase the pool of donor institutions by effectively approaching new giving entities and following through with any information needs.
- Maintains grants management tracking, proposal calendar and donor tracking system to regularly update Nest leadership team and board with current grant status including building efficiencies and better systems where necessary
- Oversees a Grant Manager who assists the portfolio with prospecting and administrative support
- Creates and manage a robust advocacy letter process working with Nest's Board, Advisory Board and Brand Partners to support upcoming funding submissions as well as introductions to new prospects

Ideal candidates will be highly organized, self-starting, creative problem-solvers with exceptional attention to detail, strong written, verbal, and interpersonal communication skills who can manage multiple projects and priorities, work well in a team, and constantly seek to contribute to the efficiency and effectiveness of the organization.

**Experience/Skills Required**

- Bachelor's Degree required
- Minimum of 4–6 years of experience in fundraising activities, including experience in grant & proposal writing
- Excellent oral and written communication skills and excellent interpersonal skills
- Excellent organizational and analytical skills
- Strong working knowledge of computer programs including Microsoft Office (Word, Excel, PowerPoint)
- Must be comfortable with small and large group presentations

**Salary and Benefits**

Nest offers competitive salaries determined using nonprofit salary rate guides published annually in major US cities. The salary will ultimately be determined based on previous experience and geographic location of the selected candidate, with an expected range between \$75,000 and \$95,000.

Additionally, Nest provides an annual contribution of 10% of your salary directly into a SEP IRA retirement account on your behalf, with no matching required. For full time employees, Nest provides full medical insurance coverage (medical, dental, vision) and covers 50% of dependents. One vacation day is accrued each month (annual total of 12 days) plus an additional 20 pre-set PTO days are given which include holidays and a one week winter break at the end of December through New Year's Day. All travel costs, when required, will be covered by Nest.

**Instructions for Applying**

A resume is not required for this position. Instead, please email [ashia@buildanest.org](mailto:ashia@buildanest.org) with your interest in applying for the position and we will send instructions for completing your application. The subject line should include your name and the position title.