

Institutional Gifts Officer

Part-Time



Position Summary

Identifies, cultivates, and secures grant funding and major gifts from foundations, trusts, and congregations, building a sustainable pipeline of institutional revenue that advances PLI's global mission.

Primary Responsibilities and Accountabilities

- **Significantly increase foundation and grant revenue.** Drive year-over-year growth in institutional giving by expanding PLI's foundation portfolio, pursuing new grant opportunities, and deepening relationships with existing funders.
- **Own the grants pipeline.** Research, identify, and prioritize foundation and grant prospects aligned with PLI's mission and programs; manage an active portfolio of institutional funders.
- **Write and submit compelling proposals.** Develop high-quality letters of inquiry, grant proposals, and reports that communicate PLI's impact clearly and persuasively to foundation audiences.
- **Manage grant compliance and reporting.** Track deadlines, deliverables, and reporting requirements; ensure all grant obligations are met on time and with integrity.
- **Cultivate foundation relationships.** Build and steward relationships with program officers and foundation staff, moving funders from first contact to committed partnership.
- **Pursue select major donor opportunities.** Identify and cultivate individual major gift prospects with significant capacity, in coordination with the Director of Development.
- **Maintain accurate CRM records.** Document all interactions, proposals, deadlines, and outcomes; keep pipeline stages current for forecasting and reporting.
- **Collaborate cross-functionally.** Work with program staff and leadership to gather outcome data, stories, and budgets needed for strong proposals and reports.
- **Represent PLI externally.** Serve as a credible, mission-aligned ambassador with foundation contacts and at selected events.
- **Track performance metrics.** Report regularly on activity and outcomes including proposals submitted, awards secured, and revenue generated.
- **Contribute to a culture of fundraising excellence.** Share best practices, improve proposal tools and templates, and continuously strengthen the team's institutional fundraising results.

Qualifications

Preferred qualifications include:

- 3+ years of demonstrated success in grant writing, foundation relations, or institutional fundraising.
- Proven track record of securing grants and managing foundation relationships through the full cycle — prospecting, proposal writing, reporting, and renewal.
- Excellent written communication skills; able to translate complex mission and program outcomes into compelling, funder-ready narratives.
- High comfort with goals, metrics, and accountability (proposals submitted, awards secured, revenue generated).
- Experience using a CRM to manage a grants pipeline and track interactions.
- Comfortable working independently in a remote environment.
- Professional judgment and integrity in handling confidential donor and funder information.
- Self-starter with a growth mindset, coachability, and a bias toward action.
- Active member of a Bible-based, Christian church and agreement with PLI Statement of Faith.

Desired Traits

- Continuous improvement mindset
- Planning and organizing strength
- Demonstrated leadership ability
- Positive, ownership-driven attitude - A Go Getter
- Strong communication skills
- Interpersonal and relational maturity
- Teamwork and collaboration
- Adaptability and flexibility
- Humble, Hungry, Smart

Location

- **100% remote**
- Travel: 15 to 25% (partner meetings, key events, and staff meetings)

Reporting and Accountability

Reports to: Director of Development

Benefits and Compensation

This is a **part-time, contracted position**. Compensation is dependent on qualifications and experience.

Applicants should email a Cover Letter, Resume, and desired compensation to Bryan Blackford, Director of Operations at bryan.blackford@plileadership.org