

Job Description: Institutional Giving Manager

Position Summary:

The Institutional Giving Manager is a strategic fundraising professional responsible for leading and growing MIRA Coalition's institutional giving program, including foundation, corporate, and other institutional partnerships. Reporting to the Director of Development, this role develops and implements a comprehensive institutional fundraising strategy that strengthens and diversifies revenue while building long-term relationships with philanthropic and business partners aligned with MIRA's mission.

The Institutional Giving Manager will play a key role in expanding MIRA's corporate engagement strategy by building upon existing relationships, developing new partnership opportunities, and creating meaningful ways for businesses to engage with MIRA's work through philanthropy, sponsorships, employee engagement, volunteerism, and mission-aligned partnerships. This role will also manage foundation relationships, lead institutional fundraising efforts, and collaborate with the Grants Administration Manager to ensure strong proposal development, stewardship, reporting, and grant management.

Working collaboratively with the Director of Development, Executive Director, Grants Administration Manager, and internal partners across the organization, the Institutional Giving Manager oversees the institutional fundraising pipeline -- from prospect research and cultivation through solicitation, proposal development, stewardship, reporting, and renewal.

The Institutional Giving Manager is responsible for managing and growing an institutional fundraising portfolio of \$1M+ annually while building sustainable systems and partnerships that support MIRA's long-term organizational growth.

Job type: Full Time

Work Schedule: A flexible hybrid schedule with a combination of on-site and at-home work.

Salary range: \$75,000-\$85,000

Location: Boston, Massachusetts

Apply: hrrecruiting@miracoalition.org

KEY RESPONSIBILITIES:

Institutional Giving Strategy & Fundraising

- Develop and implement a multi-year institutional giving strategy that grows and diversifies revenue from foundations, corporations, and other institutional partners.
- Manage the full institutional fundraising lifecycle, including prospect identification, cultivation, solicitation, stewardship, reporting, and renewal.
- Build and maintain a strong institutional fundraising pipeline, including revenue forecasts, prospect tracking, and relationship management.
- Identify new funding opportunities aligned with MIRA's programs, priorities, and strategic goals.
- Lead the development of compelling grant proposals, letters of inquiry, reports, sponsorship proposals, and other institutional fundraising materials.
- Partner with program staff, Finance, and the Grants Administration Manager to develop budgets, outcomes, reporting materials, and grant deliverables.

- Maintain accurate records in Raiser's Edge NXT and analyze institutional fundraising performance to identify opportunities for growth.

Corporate Engagement & Partnerships

- Lead the continued development and expansion of MIRA's corporate engagement strategy, building upon existing partnerships and creating new opportunities for business involvement.
- Develop and manage corporate partnerships that include philanthropic support, sponsorships, employee engagement opportunities, volunteer opportunities, and other mission-aligned initiatives.
- Cultivate relationships with corporate partners and prospects through meetings, events, communications, and strategic engagement opportunities.
- Develop corporate-facing materials, including sponsorship opportunities, partnership proposals, and engagement opportunities.
- Collaborate with the Organizing team and other internal partners to strengthen business engagement initiatives, including MIRA's Business Advisory Committee and corporate pledge efforts.
- Support fundraising events and campaigns through corporate sponsorship strategy and partner engagement.

Stewardship & External Relations

- Build strong, long-term relationships with institutional partners through consistent communication, impact updates, and engagement opportunities.
- Represent MIRA professionally in meetings, events, and conversations with funders and corporate partners.
- Track institutional partner engagement and recommend strategies to deepen relationships and increase revenue.

SKILLS AND EXPERIENCE:

- 3–5+ years of experience in institutional fundraising, foundation relations, corporate partnerships, grant writing, or related nonprofit development work.
- Bachelor's degree in a related field, or an equivalent combination of education and experience is preferred.
- Natural networker with the ability to develop authentic partnerships with philanthropic and business stakeholders.
- Experience with fundraising CRM systems such as Raiser's Edge NXT, or similar platforms preferred.
- Demonstrated experience managing institutional relationships and contributing to revenue growth.
- Strong writing, relationship-building, project management, and strategic thinking skills.
- Excellent verbal or communication skills, with the ability to create compelling proposals, reports, and donor materials.
- Demonstrated collaboration with program, finance and operations teams to support reporting requirements.
- Experience working with cross-functional teams
- Commitment to immigrant justice, equity, and MIRA's mission.

Working Hours/Environment:

- Full time (37.5 hrs per week)
- Hybrid work (with combination of on-site and at-home work) with at least one in-office day per week.



Salary & Benefits: The starting annual salary range for this position is \$75,000-\$85,000 depending on experience.

MIRA offers a competitive salary commensurate with experience, along with a comprehensive benefits package that supports employee wellbeing and work-life balance. Benefits include MIRA-subsidized medical, dental and vision insurance plan; retirement plans; generous paid-time off; paid holidays and holiday closures; a sabbatical policy, and professional development opportunities. MIRA also provides employer-sponsored basic life, short term and long term disability insurance coverage eligible to full-time employees at no cost. In addition, MIRA observes a winter break closure, providing staff dedicated time-off at the end of the year.

To Apply:

Please send a cover letter and resume to: hrrecruiting@miracoalition.org (please use position title in subject line). Applications missing a resume or cover letter may not be considered.

MIRA Coalition is an equal opportunity employer, committed to building a culturally diverse team, and strongly encourages applications from a wide range of backgrounds. People of color and individuals from immigrant backgrounds are strongly encouraged to apply. Candidates for employment will be considered without regard to race or ethnicity, gender, age, national origin, marital status, disability, or sexual orientation.

Organization Overview:

Massachusetts Immigrant and Refugee Advocacy Coalition (MIRA) is the largest coalition in New England promoting the rights and inclusion of immigrants and refugees. With offices in Massachusetts and New Hampshire, we advance this mission through education and training, leadership development, institutional organizing, strategic communications, policy analysis and advocacy.

MIRA is a dynamic and multi-ethnic coalition with more than 160 organizational members, including grassroots community organizations; refugee resettlement agencies; providers of social, legal and health services, faith-based organizations and civil and human rights advocates. We organize and empower our members and allies, and together we mobilize immigrant communities to advocate for themselves, and amplify and support their voices. MIRA is a respected leader on immigrant issues at the state and national levels, and an authoritative source of information and policy analysis for policymakers, advocates, immigrant communities and the media.