



**My Philanthropy Team: Your Satellite Fundraising Office**  
Institutional Fundraising Specialist  
Job Announcement

**ORGANIZATIONAL OVERVIEW**

My Philanthropy Team, LLC (MPT) is a different kind of fundraising firm. We love developing resources for organizations that are making the world a better place—and we want you to love it, too! Our approach is collaborative, friendly, and designed to have a big impact. We are progressive by nature and fundraisers by choice. We believe each individual has the capacity to affect meaningful change and that when we work together, that change becomes transformational. My Philanthropy Team partners with our clients to help them meet their most audacious goals so that our planet becomes a more equitable, sustainable, and life-affirming place for all.

From strategic counsel to workplan implementation, at MPT we are hands-on fundraising professionals. We are designed to function as our clients' satellite fundraising office for projects both large and small. Our team of highly skilled professionals offers a wide range of services and packages to make it easy for organizations to get the guidance and support they need when they need it most.

**POSITION SUMMARY**

The Institutional Fundraising Specialist (IFS) works directly with My Philanthropy Team's client partners on prospect research, proposal development, report writing and relationship management. The IFS manages a portfolio of ongoing client relationships, often serving as a client's primary foundation, corporation, and government relationship manager. The IFS develops strategy for cultivation, stewardship and solicitation activities, provides proactive support to clients to strengthen and deepen relationships with funders, ensures that work product is of the highest caliber, and that all deadlines are accurately tracked and met. The IFS is a skilled fundraising professional with the ability to identify opportunities for additional MPT resources to be brought in to help clients meet their fundraising goals.

**QUALIFICATIONS**

- Bachelor's degree in a related field from an accredited university or college
- Proven track record in relationship-building, donor cultivation and solicitation, and securing grant support from institutional funders



- Skillful project manager with the ability to manage a diverse client roster while balancing and negotiating the needs of all stakeholders
- Ability to manage multiple projects and quickly shift priorities while meeting individual client needs
- Superior communication skills, both written and verbal
- Strong attention to detail
- Ability to analyze and synthesize program information and data
- Prospect research skills
- Strong interpersonal skills with the ability to work and communicate well with colleagues and partners

In addition to expertise and accomplishments in the areas noted above, successful members of our team have the following characteristics and skills in common:

- A strong commitment to the social sector
- Leadership deeply rooted in respect and integrity
- Candor with diplomacy
- An unwavering commitment to excellence coexisting in harmony with a growth mindset
- Energized by collaboration and teamwork
- Creative problem solver with a can-do, optimistic attitude balanced with a healthy dose of practicality and a strong moral compass
- Executive presence and gravitas
- High degree of social and emotional intelligence
- Fluent in common software apps such as MS Office and Google Docs
- Comfort working within a CRM database, such as The Raisers' Edge or Salesforce.

## LOCATION AND COMPENSATION

My Philanthropy Team's main office is in the San Francisco Bay Area. This is a fully remote or hybrid part-time to full-time position welcoming applicants located anywhere in the US. We are committed to building a creative and diverse team of professionals and especially encourage applicants who identify as members of historically marginalized communities. Compensation ranges from \$83,200-\$124,800 FTE with considerable flexibility in hours, eight paid holidays, and time off.