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## POSITION DESCRIPTION

**Position Title:** Institutional Relations Specialist      **Incumbent:** Vacant  
**Employment Type:** AmeriCorps VISTA      **Reports To:** Dir of Development  
**Department:** Development      **Updated:** April 2017

826DC provides academic support and arts education to more than 4,000 under-resourced children in the District of Columbia through creative writing workshops, field trips, afterschool tutoring, literacy support, and student publishing opportunities. Our services are structured around our belief that great leaps in learning can happen with one-on-one attention and that strong writing skills are fundamental to future success.

The Institutional Relations Specialist plays a vital role by supporting the Director of Development in creating systems and protocols for institutional funder cultivation and stewardship, including grant writing, database management, and donor relations. This is an excellent opportunity to work closely with a Director of Development and Executive Director to learn all aspects of institutional relations from the ground up with an established organization.

## POSITION RESPONSIBILITIES

### Principle Accountabilities:

- Research, draft, and edit grant proposals and reports for foundation, corporate, and government funding opportunities.
- Process donations and prepare acknowledgement letters and other correspondence.
- Maintain foundation, corporation and individual donor files and database records.
- Conduct research on prospective corporate foundation and individual donors.
- Work closely with the staff of 826 National, as assigned.
- Other duties as assigned by the Director of Development and Executive Director.

### Preparation and Knowledge:

- Proficiency in Microsoft Office.
- Database management (Salesforce) experience a plus.
- Excellent verbal and written communications skills.
- Proven ability to organize and prioritize work.
- Proven ability to work independently with little supervision.
- Excellent interpersonal skills.

## QUALIFICATIONS

**Education:** Associate's or bachelor's degree from an accredited college/university required, or current enrollment.

**Special Training/Skills:** Excellent leadership and people skills with experience working collaboratively in a team environment with a diverse group of people. Possess personal qualities of integrity, credibility, strong moral ethics, and a commitment to the mission and goals of 826DC. Be a strategic and creative thinker.

**Licensure/Certifications:** None.

**Physical and Mental Demands:** While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** While performing the duties of this job, the noise level in the work environment is usually moderate.