



# Retina Foundation

Leading Research... Saving Sight

## Foundation and Grants Relationship Manager

Position: Foundation and Grants Relationship Manager  
Department: Development  
Reporting To: Chief Development Officer  
Status: Full-Time  
Location: Retina Foundation of the Southwest, Dallas, TX  
Travel: Minimal daily  
Benefits: Medical, Dental, Vision, 401K, FSA, Life Insurance, PTO Time  
Compensation: Competitive - Commiserate with Experience  
Deadline: Open Until Filled

### **OVERVIEW**

Are you ready to join an organization where you can impact people's lives? The mission of Retina Foundation of the Southwest is to prevent vision loss and restore sight through innovative research and treatment. Established in 1975, the Retina Foundation is a nonprofit organization based in Dallas, Texas. We are an internationally renowned eye research institute focused on developing treatments for pediatric eye conditions, inherited eye diseases, and age-related macular degeneration.

The Retina Foundation has an opening for an experienced Foundation and Grants Relationship Manager in Dallas, Texas, who will not only execute in the trenches, but also provide strategic leadership. This role will work closely with the Chief Development Officer to significantly increase foundations, organizations, and revenues to support the expansion of vision research and new initiatives.

The Foundation and Grants Relationship Manager is a key part of the Retina Foundation Development Team. This person will primarily focus on institutional relationships, balancing a portfolio of existing and new foundation organization donors. The Relationship Manager will steward partners through a moves management process and deepen connections to the mission of Retina Foundation. A successful candidate will be familiar with the Dallas/Fort Worth philanthropic landscape, possess strong networking skills, has experience managing and advancing institutional partnerships especially in relationship to foundations.

### **JOB RESPONSIBILITIES AND GOALS**

- Cultivate, solicit and steward a portfolio of approximately 25-75 current and new foundation, organization, and/or government partners.
- Identify, prepare, and submit proposals or grant applications in public and private grant opportunities.
- Interact with foundation and volunteer leadership, philanthropic community, researchers, and the public.
- Proactively coordinate activities and high-level communications to meet partner needs.
- Stay informed of the current funding landscape, trends, and priorities.
- Acquire and maintain sound knowledge and understanding of the organization, along with its mission to strategically identify grant opportunities.
- Maintain regular communication with staff regarding programs changes and funding needs to inform ongoing grant seeking strategy.
- Determine efficient method to track application/report deadlines, manage grant files, and organize other information on current and potential grant prospects.

- Track portfolio management activities in Raisers Edge.
- Work closely with compliance staff to monitor programmatic and budget requirements of grants.
- Proactively manage stewardship activities with grant funders.
- Support the work of the development and marketing team as needed, including participating in fundraising events, community events, and fundraising activities to advance the organization's philanthropic objectives.
- Research possible grantors, grant deadlines, average and maximum grants amounts, grant requirements and co-develop strategies.
- Work cross-functionally to drive and inform prospecting and partnership design.
- Organize and participate in tours and site visits; prepare pre-meeting briefs for the team.
- Assist with planning and budgeting with Chief Development Officer and participate in planning with the development team.

### **QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's Degree
- Experience in writing grant proposals.
- A proven record of successfully securing grant funding.
- Proficient with measuring and reaching income goals.
- Working knowledge of prospect research and information sources for proposal data.
- Demonstrated experience in cross-organizational collaboration.
- High attention to detail.
- Outstanding communication, presentation and leadership skills.
- Strong analytical skills and ability to interpret and extract insights from multiple, complex data sources.
- Strong writing, editing and communication skills
- Experience with database management, Raisers Edge a plus.

### **ADDITIONAL INFORMATION**

Please submit a cover letter and resume to [ajohnson@retinafoundation.org](mailto:ajohnson@retinafoundation.org)

To learn more about the Retina Foundation, please visit [www.retinafoundation.org](http://www.retinafoundation.org).