

**LifeWorks**  
**Job Description**

<b>Job Title:</b>	Institutional Giving Officer	<b>Department:</b>	Strategic Partnerships
<b>Reports To:</b>	Vice President of Institutional Giving	<b>Approval/Revision Date:</b>	05/05/2026

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**SUMMARY**

The Institutional Giving Officer is responsible for securing and growing revenue from foundations, corporations, and other institutional funders to support LifeWorks' mission. Reporting to the Vice President of Institutional Giving, this position manages a portfolio of major- and mid-level institutional funders and prospects, with responsibility for research, qualification, cultivation, solicitation, proposal development, stewardship, reporting, and renewal. This role helps build a strong institutional funding pipeline by identifying new opportunities, assessing funder alignment, and recommending strategies to engage senior LifeWorks staff and board members with high-priority prospects. The Institutional Giving Officer collaborates closely with program, finance, research and evaluation, communications, and compliance teams to develop compelling proposals, align funding opportunities with LifeWorks' strategic priorities, and ensure funder expectations are met. The salary expectations for this position will range from \$67,221.00-\$94,939.00 annually, depending upon experience.

**To Apply:**

Please visit , [LifeWorks Austin](#) click on the **ABOUT** tab and choose **CAREERS**.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Manage and grow a portfolio of major- and mid-level institutional funders, emphasizing foundations, corporations, and other private institutional funders.
- Develop and execute cultivation, solicitation, stewardship, reporting, and renewal strategies for assigned funders and prospects.
- Identify, research, and qualify new institutional funding opportunities aligned with LifeWorks' programs, strategic priorities, and annual revenue goals.
- Build and maintain a strong prospect pipeline through research, referrals, funder networks, and collaboration with the Vice President of Institutional Giving.
- Recommend strategies for engaging senior staff with high-priority prospects.
- Build and steward mission-driven relationships with institutional funders to increase funder retention and engagement.
- Maintain an active presence in foundation, corporate, and institutional giving networks to increase LifeWorks' visibility and build relationships with current and prospective funders.
- Coordinate site visits, funder calls and meetings, and other engagement activities.
- Prepare funder briefing materials, prospect research, case statements, concept notes, proposals, reports, and other funder-facing materials.
- Lead development of high-quality proposals, including narratives, budgets, and performance measures in collaboration with LifeWorks' program leaders, Research & Evaluation, and Finance staff.
- Manage a high volume of proposals and solicitations to meet annual fundraising goals.
- Ensure proposals advance LifeWorks' strategic priorities and align with funder interests, requirements, and timelines.
- Monitor institutional giving trends, funder priorities, and emerging opportunities to support pipeline planning and strategy development.
- Collaborate with the Grants & Contracts Compliance team to ensure grant reports serve to strengthen trust and support from institutional funders.
- Maintain accurate and timely CRM records, including funder contacts, relationship notes, opportunities, deadlines, proposals, awards, reports, and stewardship activity.
- Other duties as assigned.

## **QUALIFICATIONS**

### EDUCATION AND EXPERIENCE

- Bachelor's degree required; CFRE/other relevant fundraising certification preferred
- At least 3 - 5 years experience in institutional fundraising, grant development, or related nonprofit revenue generation, with demonstrated success securing public and/or private institutional funding.
- Experience managing institutional funder relationships across the full lifecycle, including research, qualification, cultivation, solicitation, proposal development, stewardship, reporting, and renewal.
- Strong proposal development experience, including narratives, budgets, outcomes, workplans, and funder-specific materials.
- Excellent verbal and written communication skills, with the ability to translate programs, community needs, and outcomes into compelling funder-facing materials.
- Advanced Microsoft Suite Skills, budget and report preparation for funders using Excel.
- Experience using donor CRM systems to track relationships, opportunities, deadlines, and stewardship activity.
- Experience using funder research tools (e.g., Candid Foundation Directory, GrantStation).
- Familiarity with government funders a plus.

### CORE COMPETENCIES AND SKILLS

- Ensures Accountability and Results – Holds self and others accountable to meeting commitments and achieving outcomes; delivers timely and clear feedback that is timely, equitable, clear, and supportive in nature.
- Amplifies Talent – Engages and motivates staff; supports their growth and development; promotes a climate of collective success.
- Integrates Diverse Perspectives – Recognizes the value that different perspectives, backgrounds, and experiences bring to an organization; actively seeks out and considers different viewpoints; incorporates diverse perspectives into work and actions.
- Demonstrates Self-Awareness – Uses a combination of feedback and reflection to gain and apply productive insights toward personal strengths and areas of opportunities; demonstrates a willingness to adapt leadership style to better engage, influence, and relate to staff.
- Client Focused – Builds strong client relationships and delivers client-centered solutions.
- Instills Trust – Gains the confidence and trust of others through honesty, integrity, humility, and authenticity.
- Makes Quality and Sound Decisions – Applies sound judgment in decision making process; makes collaborative, equitable, measured, and timely decisions that support the mission of the organization.
- Drives Vision and Purpose – Paints a compelling picture of the vision and strategy that motivates and inspires others to action and shared alignment.

### CERTIFICATES, LICENSES, REGISTRATIONS

None required

## **PHYSICAL/ENVIRONMENTAL REQUIREMENTS**

- Frequently required to sit, use manual dexterity, speak, listen, hear, and write.
- Works in an office environment with light or moderate physical effort, and low noise.
- Works on a computer, requiring the ability to view a monitor for long periods of time.
- May travel on occasion for meetings and training.
- May be required to lift and/or move up to 25 pounds.

## **ACKNOWLEDGMENTS**

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**EMPLOYEE** (Print Name)

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**SIGNATURE**

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**DATE**