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sage | Advocacy &
Services for
LGBTQ+ Elders

We refuse to be invisible®

SAGE

Institutional Partnerships Coordinator

Remote, USA

Background

SAGE is the world's largest and oldest organization dedicated to improving the lives of lesbian, gay, bisexual, and transgender (LGBTQ+) older adults. Founded in 1978 and headquartered in New York City, SAGE offers supportive services and consumer resources for LGBTQ+ older adults and their caregivers, advocates for public policy changes that address the needs of LGBTQ+ older people and provides cultural competency training for aging providers and LGBTQ+ organizations, largely through its National Resource Center on LGBTQ+ Aging and its growing social enterprise SAGECare.

Position

The Institutional Partnerships Coordinator is a key member of the Development department, reporting to the Director of Institutional Partnerships. Within the development department at SAGE, the Institutional Partnership (IP) team meets over 100 grant deadlines and fundraises over \$4.6 million annually from institutional partners. This position will be responsible for overseeing all administrative duties related to SAGE's IP portfolio of institutional partners, including foundations, corporations, and some government funders. The ideal candidate is organized, conscientious, and relationship-oriented. This position will work closely with other development, programmatic, event, and volunteer management staff across SAGE. They must possess a passion for improving the lives of LGBTQ+ older people and an interest in sharing that passion with others.

Responsibilities

- Provide administrative support to the IP team in overseeing Salesforce data entry, including but not limited to: recording proposal, report, and invoice deadlines; processing new grants, sponsorships, and partnerships; tracking deliverables; recording call and meeting notes; and maintaining up-to-date contact information.
- Prepare proposal and report templates for IP deadlines based on funder requirements; for portal submissions, upload and submit proposals and grants for IP.
- Support IP team in special event fundraising, including tracking all requests and processing sponsorships.
- Track grant, sponsorship, and partnership deliverables in Salesforce and shared spreadsheet trackers.
- Manage a small portfolio of \$5,000 - \$20,000 partnerships, including writing proposals and reports.
- Manage the corporate volunteer meal service calendar and regularly lead meal services.
- Perform prospect research for new and existing institutional funders based on identified areas of need.
- Maintain accurate and up-to-date computer files for all grants, sponsorships, and partnerships
- Maintain updated organizational documents and standard language.
- Assist in site visit preparation.

Qualifications

- 1-3 years of experience in fundraising, preferably at an LGBTQ+, aging, or human services organization.
- Excellent time management and project management skills; the ability to handle competing priorities, focus on task completion, and meet deadlines.
- Superior organization skills and attention to detail, especially as it relates to updating a grants database, tracking deadlines, and maintaining electronic files.
- Excellent writing skills, including the ability to write grant proposals and reports and draft funder communications.
- Ability to consider and propose problem-solving solutions, especially in and around administrative efficiencies.
- Ability to work independently and as a self-starter, as well as a member of fast-paced team. Ability to communicate effectively with multiple internal and external stakeholders, from funders to SAGE colleagues across departments
- Fluency in MS Office Suite (Excel, Word and PowerPoint) and virtual meeting platforms (Zoom, Teams, and other third-party applications) and experience working with Salesforce or a similar CRM.
- Familiarity with and a passion for addressing issues related to LGBTQ+ aging.

Compensation Package

This is an outstanding opportunity for a highly motivated individual who is excited to expand their skills and expertise at a growing organization. SAGE is prepared to offer a salary range of 46K-57K. In addition, SAGE offers a generous benefits package including:

- Medical
- Dental
- 401k and Company match
- Vision
- PTO including Vacation, Sick, and Personal Days
- Life Insurance
- FSA/HRA/Dependent Care

This position description is based upon material provided by SAGE, an equal opportunity employer.

SAGE is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, ethnicity, creed, color, religion, sex or gender, sexual orientation, gender identity, gender expression, alienage or national origin, ancestry, age, citizenship status, marital or family status, family medical history or genetic information, veteran status, HIV serostatus, military or military discharge status, height, weight, disability or handicap,

domestic violence victim status, employment status, socioeconomic status, criminal history or arrest record, sexual or other reproductive health decisions, natural hair or hairstyle, or any other status or characteristic protected by applicable federal, state, or local laws. SAGE is dedicated to this policy, with respect to all matters concerning employment.

To apply for this position, please click [HERE](#).

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