



# Manager, Foundation Relations (FFYF)

## ABOUT THE OUNCE

Since 1982, the Ounce of Prevention Fund (the Ounce) has persistently pursued a single goal: that all children living in America—particularly those born into poverty—have quality early childhood experiences in the crucial first five years of life. Children born into poverty begin life with the odds stacked against them. That’s not just unfortunate for them. It’s a problem for all of us—one that can and must be solved.

The Ounce is demonstrating effective solutions every day through work anchored in a growing body of scientific evidence about early brain development. Private dollars are used to apply that science in developing innovative programs, and then leverage public funding to support their implementation and replication.

The Ounce:

- Serves more than 4,000 children and families directly through birth-to-five programs it funds and operates in Chicago as well as through its network of voluntary [home visiting programs](#) throughout Illinois.
- Integrates the latest [research and best theories](#) into program development efforts.
- Trains nearly 3,000 community-based early childhood professionals in Illinois each year.

### Key Facts

- \$61 million operating budget
- \$35 million raised from philanthropy
- 315 staff; 27 development staff

### Mission

The Ounce gives children in poverty the best chance for success in school and in life by advocating for and providing the highest quality care and education from birth to age five.

### Visit



- [Advocates](#) for state and federal funding for early childhood services that reach hundreds of thousands of children across the country.
- Partners with advocacy organizations in 23 states and Washington, DC, to build their capacity to advance policy change and increase public investments in effective birth-to-five programs.
- Communicates through [publications](#) and other resources to ensure that knowledge is translated into understanding that leads to action—in homes, schools, board rooms, and on Capitol Hill.
- Designs and develops models, curricula, education materials and other programs that help prevent the academic achievement gap and the social problems it can create, including school dropout rates, teenage pregnancy, juvenile crime and chronic health conditions.

## THE POSITION

The Manager, Foundation Relations (FFYF) is primarily responsible for securing and stewarding Foundation funding for the First Five Years Fund, which is a project of the Ounce of Prevention Fund. The First Five Years Fund (FFYF) is an organization focusing on federal advocacy, integrating policy, communications, and government relations in Washington, DC. With guidance from the Managing Director, Corporate and Foundation Relations, and the Executive Director, FFYF, this individual supports a portfolio of foundation funder relationships, including coordinating and executing donor cultivation and renewal strategies.

The Manager, Foundation Relations (FFYF) reports to the Managing Director, Corporate and Foundation Relations and work closely with fellow Development staff, FFYF staff members (who are based in Washington, DC), and Ounce leadership. This individual is based in Chicago.

## RESPONSIBILITIES

The Manager, Foundation Relations (FFYF) will have the following primary responsibilities:

- Partner with Development colleagues and FFYF and Ounce leadership to develop and execute an overall cultivation strategy for current funders and prospects.
- Oversee the development and submission of grant proposals and reports (and



attachments/supporting materials) to foundations for FFYF initiatives and priorities, and track grant deliverables.

- Establish and maintain funder contacts, develop background research and meeting prep sheets, and prepare other fundraising materials.
- Develop and execute proactive funder stewardship and engagement plans and other key stewardship touch points to strengthen funder relationships for assigned portfolio, and position the FFYF for renewed and increased giving with existing funders.
- Collaborate with colleagues across teams and divisions to obtain all necessary information on programs/initiatives for inclusion in concept papers, grant proposals, and funder reports.
- Support Ounce leadership in the development of the overall framing and positioning of the Ounce's and FFYF's work with external funders.
- Collaborate with Finance and Program staff to develop and manage budgets, expenditure reports, and accompanying financial narratives needed for grant proposals and reports.
- Proactively manage internal monitoring of project budgets to inform reports to funders.
- Maintain ownership of foundation data and grant management systems for assigned portfolio.
- Build effective internal and external relationships to support the stewardship of complex funder relationships.

## QUALIFICATIONS

The following qualifications are desired for the Manager, Foundation Relations (FFYF):

- At least five years of progressive nonprofit fundraising experience, or transferable skills.
- Prior experience stewarding foundation donors, including managing institutional grants.
- Advanced grant writing and editing skills with exceptional attention to detail, and an ability to synthesize complex outcomes and outputs related to large systemic issues.
- Advanced project management skills, with the ability to balance multiple large-scale projects and deadlines simultaneously.
- Ability to communicate effectively with diverse audiences and maintain strong relationships within a highly collaborative work environment.
- Knowledge of local and national institutional donors.
- Familiarity with federal or state policy landscape is preferred.



**THE OUNCE | MANAGER, FOUNDATION RELATIONS (FFYF)**

- Strong proficiency with Microsoft Office products, video conferencing software (WebEx preferred), fundraising databases (Salesforce preferred), and the ability to learn new technology and software programs as needed.
- A “self-starter” mentality and the ability to succeed with minimal supervision or mentorship.
- Ability to remain flexible and adapt to changing needs and priorities.
- Experience building relationships with remote team members is preferred.
- A strong passion for and commitment to the Ounce’s mission and the work of the First Five Years Fund.
- Ability to travel up to 30%.
- A Bachelor’s degree is required.

**APPLICATION**

The Ounce has retained Campbell & Company to conduct this search. To be considered for this opportunity, please send a letter of interest and resume to:

**JOEY SCHEIBER**

Consultant, Executive Search

[joey.scheiber@campbellcompany.com](mailto:joey.scheiber@campbellcompany.com)

(312)-896-8897



1 East Wacker Drive, Suite 2100  
Chicago, IL 60601

*The Ounce is committed to recruiting, hiring, training and promoting persons in all job classifications without regard to race, color, religion, national origin, sex, age, handicap, sexual orientation or any other protected status.*