



**Associate Director of Institutional Relations
(Boston and Waltham – Currently Remote)**

The Associate Director of Institutional Relations will lead More Than Words to engage a wide range of stakeholders and achieve ambitious goals around fundraising and partnerships. The Associate Director leads cultivation and prospecting for corporate, foundation, and government stakeholders and manages compliance on government contracts. The Associate Director also oversees the grant process, and directly supervises an experienced part-time Grants Manager who handles writing and submission. This role reports to the Chief Advancement Officer, is deeply supported by collaborating with a Development Manager working on government compliance, department administration, and events, and works closely with the finance and intake teams.

More Than Words is committed to ensuring our staff and board reflect the racial and ethnic diversity and lived experiences of the young adults we are privileged to serve. People of color are highly encouraged to apply.

About More Than Words

More Than Words (MTW) is a nonprofit social enterprise that empowers youth, ages 16-24, who are in the foster care system, court involved, homeless, or out of school to take charge of their lives by taking charge of a business. MTW offers job training opportunities and transition support services to equip youth with first-hand experience working as a team to operate retail and online businesses and to develop the tools to enable them to make progress around education, employment and life goals. The MTW model is premised on the belief that an actual job – one which provides hands-on, real-world training combined with high expectations, accountability and opportunities for personal development, is the best way to equip youth with marketable skills critical for success in work, college and life.

Key responsibilities of this position include, but are not limited to:

Foundation & Corporation Relations (40%):

- Partners with the CEO, Chief Advancement Officer, and part-time Grant Writer to **set ambitious annual and long term fundraising targets for institutional contributions**; develops, executes, and reports on tactics to meet goals.
- **Proactively finds new sources of funding**, researches, and determines fit for MTW.
- **Manages foundation and corporation relationships and cultivation**, including outreach and connections, maintenance of a cultivation calendar and plan for proactive touchpoints, meetings and phone calls with funders, and follow-up. Organizes and supports visits, tours, and presentations, and other stewardship opportunities.
- Makes connections to internal departments and tracks follow-through to **involve corporate and foundation partners in deep-engagement** including volunteering, book drives, youth employment opportunities, pop-up shops, and more.
- **Engages youth and staff in development** by supporting them to give tours to funders, join meetings and visits, and speak at events.

- **Advances racial equity and equitable fundraising and funding practices** by educating institutional supporters, using asset-based framing, speaking frankly about racism, and collaborating with Chief Advancement Officer to give feedback to stakeholders as needed.

Government Contract Compliance and Youth Enrollment (30%):

- **Cultivates strong relationships with key contacts involved in government contracts.** Hosts visits to MTW, regularly attends required meetings and convenings, and hosts annual contract audits.
- **Tracks and manages all components of compliance, youth enrollment, and deliverables on government contracts,** including reporting, data, invoicing, youth enrollments, and auditing processes. Works closely with Chief Advancement Officer, Development Manager, Director of Administration, and Associate Director of Finance to ensure all requirements are met by MTW.
- **Executes and improves systems for compliance** to meet MTW's current and future growth in government contracts. Maintains paperwork and tracking of staff salary allocations, audits youth intake paperwork and case files for completeness for grant compliance, and supports MTW's annual audit and contract audits.
- Collaborates with Development Manager and intake team on the composition of new youth added to the MTW team to **ensure training rounds fulfill contracts and fully spend down available government funds.**
- Collaborates with Development Manager to collect and submit all forms, paperwork, and database entries to **formally enroll youth in government funding streams and contracts and open service referrals.**
- Collaborates with Director of Administration and Associate Director of Finance to **complete contracts and invoice and track payments.**

Grants and Grant Manager Supervision (10%):

- **Directly supervises part-time Grants Manager** who manages the grants calendar of foundation, corporation, and government grants and reports.
- **Reviews and provides feedback on grants.** Flexibly supports grant writing, information collection, and submissions if needed to manage capacity and meet deadlines.
- Collaborates with Grant Writer and Chief Advancement Officer on **messaging, framing for proposals, and budgets.**

Admin and Leadership within Department (10%):

- **Operates as a leader within the Advancement Department** by identifying opportunities and risks, leading ad hoc projects, advancing equitable fundraising practices, participating in goal setting processes, and supporting staff and service members.
- Flexibly collaborates as part of the development and community engagement team by participating in **meetings and public-facing opportunities to support community engagement and fundraising goals.** Speaks in public and prepares MTW staff and young people to speak. Stays up to date and engaged with the organization as a whole to inform conversations.
- **Maintains accurate records** including compliance files and meeting notes in Salesforce database.

Candidates should possess the following qualifications:

Note: This is a growth-focused role. Passionate and learning-focused candidates with both strengths and growth areas on these responsibilities, skills, and qualifications are encouraged to apply.

An ideal candidate will be a strong or emerging leader who is motivated by the MTW mission and being accountable for ambitious goals. They will have a learning and growth mindset, great interpersonal skills, and LOVE being organized. Communicating with others should be a passion, and the candidate should enjoy talking with stakeholders and finding ways to engage them in a mission-based movement. The candidate should be meticulous and fanatical about deadlines, with strong planning, project management, and follow through skills. The candidate should also be responsible, flexible, hardworking, ethical, trustworthy, sincere, and committed to personal growth in racial equity.

Additionally, a strong-fit candidate will also have:

- Experience in stakeholder/client/donor/customer-facing work and experience working in a mission-driven or nonprofit setting.
- Prior experience in fundraising, foundation and corporation relations, budgets, contracts and/or grant writing is a plus.
- Lived experiences similar to the young people we serve is desirable.
- Ability to support occasional evening and weekend work and some travel as needed.
- Ability to lift and carry boxes of books weighing over 25 pounds, sit and type for long periods of time, and move up and down stairs.

Compensation: \$58,000-\$70,000 commensurate with skills and experience

Benefits:

- Medical and Dental Insurance
- 401K
- Generous paid vacation and sick time
- Significant growth opportunities and professional development
- Employee Discounts

To Apply: Please send cover letter and resume to development@MTWyouth.org.

More Than Words is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, citizenship status, veteran status or any other characteristic protected by applicable federal, state or local laws.