First Vice President, Amalgamated Bank  
Donor & Program Fund Engagement and Outreach for Amalgamated Foundation  
FTE Position  
Located in the Washington D.C., New York or San Francisco

ABOUT THE Amalgamated Foundation  
The Amalgamated Foundation is an innovative platform driving resources for social change through individual, collective as well as corporate giving. The Foundation is founded on the legacy of immigrant workers who built Amalgamated Bank and strives to uphold that legacy and commitment to social change.

The Foundation is based in DC, but works with its partner, Amalgamated Bank, in NYC and San Francisco and would welcome a candidate based in any of these locations. The Foundation builds on the legacy of Amalgamated Bank founded by immigrant workers at the turn of the century and as a financial partner to support social change. The Foundation’s focus is in 3 areas: 1) Driving more resources to support social change by growing our Donor Advised Fund and Pooled Funds Program; 2) Shepherding Amalgamated Bank’s corporate giving to reinforce its mission and values, employee engagement and to be a field leader in corporate giving and 3) Developing integrated capital strategies to leverage the relationship with Amalgamated Bank and philanthropic resources to open access beyond grants to needed capital for social change. The Foundation is now at an exciting point in its trajectory after 2 years of building and is seeking someone that is inspired by the challenge of growing the foundation in size, impact and programs at this high-growth moment for the organization.

Amalgamated Foundation operates via a Managed Services Agreement with Amalgamated Bank, so all Foundation staff are bank employees, and have certain bank-related responsibilities.

Position Overview  
Reporting to the Executive Director, this position will be focused on expanding donor and Institutional funder engagement & field connections, identifying strategic opportunities for partnership and generally supporting expansion and growth of the Foundation’s work. After 2 years of start-up, the Foundation is now positioned for significant growth, and the next year provides critical strategic opportunities. Reporting to the Executive Director, this person will need to be prepared to hit the ground running, adapt and be accountable to growth goals. This position will also work closely with the Director of Operations and Client Management. Additionally, this position will serve an important external-facing role, managing key relationships and communicating about our work.

POSITION RESPONSIBILITIES  
Leadership  
- Work with senior team, board, and consultants to refine and further develop our Funds and contribution to the vision, strategy, and work.  
- Communicate our work to key stakeholders and networks and philanthropic partners.  
- Cultivate and maintain relationships with key organizational partners, program vendors, and consultants.  
- Keep a pulse on current affairs, trends, and topics to inform program strategy, direction, and new opportunities.
• Work independently, while remaining accountable to a growing program team.

Donor and Fund Management
• Develop Donor Cultivation outreach and strategy in partnership with Executive Director
• Expand base of donors and fund partners
• Develop and achieve strategic short and long-term donor development goals.
• Support and identifying new opportunities for current donors and institutional funds managers.
• Ensure regular follow up, including meeting any grant reporting criteria.
• Ensure that program activities are aligned with and delivering on grant obligations to our funders.
• Develop programmatic events and engagement
• Support donor cultivation and development in partnership with team.
• Support and inform the marketing and communication in partnership with communications team.

DESIRED EXPERIENCE & QUALITIES
• Comfortable working in a non-profit high-growth stage environment.
• Significant interest and experience working with individual donors and foundations.
• Understanding of opportunities and challenges facing grassroots social justice organizations and the role of philanthropic support.
• Understanding and appreciation of opportunities beyond grants to support social justice work.
• Comfortable leading work that is experimental in nature, curious and willing to learn, adapt, and grow.
• Experience with grantmaking
• Experience organizing donors and/or fundraising
• Experience managing and development strategic relationships and partnerships.
• Comfortable setting strong goals but also with adapting to changing circumstances and priorities.
• Excellent oral and written communication, presentation and interpersonal skills.
• Desire for collaboration and stewardship.
• Desire for low-drama but high level of fun, respectful, and awesome colleagues.
• Strong sense of community, duty, and service.
• Proficiency in computer-based information systems.
• Ability to work some nights and weekends and travel when necessary.
• Creative and flexible

Benefits and Compensation:
Amalgamated Bank offers a competitive compensation and benefits package. The Amalgamated Bank and Amalgamated Foundation provides equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.
To express interest in this role, please send your resume and cover letter to annafink@amalgamatedbank.com by Feb. 1st, 2020.