



Small Magic is seeking a *Director of Institutional Partnerships* to secure, grow, and steward corporate and foundation revenue by building high-quality, trust-based partnerships that drive long-term funding, engagement, and alignment at a critical moment of organizational growth.

### **KEY DETAILS**

**Reports to:** Managing Director, External Affairs

**Works closely with:** Executive Director, Director of Marketing & Communications, Development Coordinator, Advisory Board, external partners and volunteers

**Location:** Birmingham, AL

**Schedule:** Flexible (full-time or part-time, depending on candidate)

**Compensation:** \$78,000 - \$90,000 annually

### **WHO WE ARE**

Small Magic is a Birmingham-based organization focused on one goal: ensuring children under five are ready for kindergarten and a life of opportunity. We work alongside families, providers, and civic leaders to strengthen the early learning ecosystem across our city through direct programming and broader systems-level work.

We are entering a defining chapter. With significant new public and private investments committed, Small Magic is scaling rapidly and deepening its work across the city. As we grow, the strength and quality of our corporate and foundation partnerships will be essential to sustaining and expanding that impact.

We are building a fundraising function that is disciplined, strategic, and relationship-driven—and we are looking for someone to own and lead that work.

### **WHAT YOU'LL DO**

The Director of Institutional Partnerships owns the full lifecycle of corporate and foundation fundraising—from identifying the right opportunities to securing commitments and building long-term partnerships.

This role is not just about managing grants—it is about building and operating a **high-performing institutional fundraising engine** that consistently generates, retains, and grows revenue.

You will:

- **Build and operate the institutional fundraising system** | You will establish and maintain the systems that drive corporate and foundation fundraising execution, including CRM accuracy, grants calendar management, and stewardship planning. The system will be complete, reliable, and actively used to guide work—ensuring no missed deadlines, dropped follow-ups, or unmanaged relationships.
- **Develop and manage a high-quality pipeline** | You will build and prioritize a pipeline of corporate and foundation prospects based on strong alignment, capacity, and likelihood of success. You will actively move opportunities forward, ensuring consistent progress from initial outreach to secured funding.
- **Secure and grow institutional revenue** | You will own revenue outcomes, securing new funding while strengthening and expanding existing partnerships. This includes managing a portfolio of 40–60 partners and achieving measurable growth and retention over time.
- **Build long-term, strategic partnerships** | You will move beyond transactional fundraising to develop partnerships that are aligned with Small Magic’s mission and goals. This includes cultivating opportunities for multi-year commitments, corporate volunteer engagement, and deeper collaboration.
- **Lead key revenue-driving initiatives** | You will design and execute strategies for initiatives like Storytime or Playtime sponsorships, ensuring clear plans, strong execution, and measurable results.
- **Structure and activate the Advisory Board** | You will manage and support the Advisory Board, ensuring meetings are well-run, members are engaged, and the group contributes meaningfully to relationships, visibility, and revenue.
- **Operate with independence and ownership** | You will take full ownership of the institutional fundraising function, ensuring smooth execution without reliance on day-to-day direction. Leadership engagement will focus on strategy and high-level relationships—not operational management.

### **TO MAKE THIS CONCRETE**

If you were in the role today, you might be:

- Auditing all current corporate and foundation relationships and building a clean, accurate system to manage them
- Developing a prioritized list of high-potential prospects and beginning outreach with clear strategy and rationale
- Writing and submitting a grant proposal while simultaneously preparing a stewardship report for an existing partner
- Meeting with a corporate leader to explore a sponsorship opportunity and shaping an ask that aligns with their priorities



- Building a strategy to convert strong partners into multi-year commitments
- Preparing for an Advisory Board meeting with a clear agenda tied to organizational priorities

## WHO YOU ARE

We'll evaluate candidates for this role based on demonstrated strength in the areas below:

- **Revenue Ownership & Persuasion** | You are comfortable owning revenue outcomes. You proactively pursue opportunities, make clear asks, and move relationships from interest to commitment with confidence and follow-through.
- **Strategic Prospecting & Judgment** | You are thoughtful about where you invest time. You identify and prioritize opportunities based on alignment, capacity, and timing, and bring clear recommendations about where to focus.
- **Relationship Building & Partner Insight** | You build trust quickly and understand what matters to partners. You tailor your approach to align with their priorities and build relationships that extend beyond transactional funding.
- **Writing & Narrative Translation** | You are a strong writer who can produce clear, compelling proposals and reports that strengthen credibility and advance funding relationships.
- **Systems Thinking & Operational Discipline** | You are highly organized and operate through systems. You always know where things stand, what's next, what's at risk, and nothing falls through the cracks.

## WHAT ELSE YOU SHOULD KNOW

Small Magic is committed to building a team that reflects the diversity and strength of the community we serve. We encourage applications from people and communities most impacted by inequity. Employment decisions are made without regard to race, gender, sexual orientation, religion, age, disability, or any other protected characteristic.

We are open to both full-time and part-time candidates, depending on experience and scope. The compensation range for this role is \$78,000 - \$90,000, commensurate with demonstrated competency and prior experience. Benefits include a highly flexible work environment, premium health insurance, retirement matching (up to 5% after 3 months), paid time off (approximately 30 days), professional development funds, and a work-issued laptop.