

Director of Grants & Institutional Partnerships

Job Description

About ReSurge International

ReSurge International is a global non-profit organization that is scaling up access to reconstructive surgical care in low-income countries by training and supporting the next generation of reconstructive surgeons across Africa, Asia, and Latin America. ReSurge International pairs 55+ years of experience with an innovative empowerment model that is creating a ripple effect of impact across economies, communities, and human lives. ReSurge is at an exciting inflection point of accelerated growth and impact, and we are eager to build a team of passionate and mission-driven individuals who can join us in achieving our goals.

Position Summary

ReSurge International is seeking an experienced, relationship-driven fundraising professional to serve as Director of Grants & Institutional Partnerships. This is a high-ownership role that combines strategic stewardship of ReSurge's corporate and foundation funding portfolio with hands-on grant writing and submissions work. You will manage relationships with foundation, corporate, and other institutional funders from cultivation through stewardship, while personally researching, drafting, and submitting compelling grant proposals, letters of inquiry, and funder reports.

This is an ideal opportunity for a mid-to-senior level grants professional who wants both strategic ownership of a portfolio and the satisfaction of writing the proposals that bring it to life. You will work closely with Programs, Finance, and Communications colleagues to translate ReSurge's surgical training and capacity-building work into funder-ready narratives and data, and you will represent ReSurge in meetings and site visits with corporate and institutional partners.

This position reports to the Executive Vice President of Programs & Partnerships and will work closely with the broader Development team, program leads across ReSurge's country portfolio, President & CEO, and members of the Board of Directors who support funder relationships. There may be an opportunity for domestic and international travel to meet funders and visit program sites.

ReSurge seeks an individual who is a confident relationship manager and a skilled, disciplined writer — someone equally comfortable leading a funder strategy conversation and sitting down to draft a proposal narrative or budget justification. Strong project management skills, sound judgment, and the ability to manage multiple deadlines across a portfolio of funders are essential. Ideal candidates will have a passion for global health equity and, ideally, experience with international development or global health funders.

Key Responsibilities

Corporate & Institutional Portfolio Ownership

- Serve as the primary relationship owner for a portfolio of corporate, foundation, and other institutional funders, managing the full funder lifecycle from prospecting through stewardship and renewal
- Develop and execute funder-specific engagement strategies in partnership with the EVP of Programs & Partnerships and CEO, aligning ask amounts, timing, and messaging with organizational priorities
- Build and maintain trusted relationships with funder program officers and corporate giving contacts, serving as a responsive and credible point of contact for ReSurge
- Track portfolio health, pipeline, and revenue projections, and provide regular reporting to the EVP and CEO on portfolio status and risk

- Serve as one of the primary representatives of ReSurge in funder meetings, calls, and site visits, including occasional international travel to program sites

Grant Writing & Submissions

- Personally research, draft, and submit letters of inquiry, full proposals, budgets, and budget narratives for corporate and institutional funders
- Partner with Programs and Finance colleagues to gather accurate program data, outcomes, and financials to support compelling, accurate proposal content
- Write and coordinate timely, high-quality interim and final reports to funders, ensuring compliance with grant terms and reporting schedules
- Maintain a shared grants calendar and tracking system covering all submission and reporting deadlines across the portfolio
- Continuously refine core proposal language, case statements, and budget templates to improve consistency and turnaround time

Prospecting & Portfolio Growth

- Research and qualify new corporate and institutional funding prospects aligned with ReSurge's mission and program priorities
- Draft cultivation materials, one-pagers, and concept notes to support new funder outreach
- Monitor sector trends among corporate and institutional funders in global health and surgical care to identify new opportunities

Cross-Organization Collaboration & Systems

- Partner with the Communications team to source stories, photos, and data that strengthen proposals and funder reports
- Maintain accurate, up-to-date funder records in ReSurge's CRM/database (NXT), including contact history, proposal status, and reporting deadlines
- Collaborate with Finance to ensure grant budgets and related reporting are thorough, accurate, and audit-compliant
- Support the CEO, EVP, and board members with briefing materials in advance of funder meetings

Required Qualifications

- Bachelor's degree and 5+ years of relevant experience in institutional fundraising, grants management, or grant writing (nonprofit, global health, or international development setting preferred)
- Demonstrated track record of writing successful grant proposals and managing funder relationships that resulted in secured, multi-year, or renewed funding
- Exceptional written communication skills, with the ability to translate complex program information into clear, persuasive, funder-ready narratives
- Strong relationship management skills with the confidence to represent ReSurge directly with senior funder contacts
- Highly organized, with the project management rigor to manage a portfolio of concurrent deadlines without dropping details



- Comfortable working with budgets and financial data, and partnering with Finance on grant budgeting and reporting
- Experience with a CRM or grants management database; familiarity with tools such as Salesforce, Raiser's Edge, or similar is a plus
- Strong passion and commitment to global health equity and the mission of ReSurge
- Cultural competency and intercultural communication skills — a respect and curiosity for other world-views

Work Location

This position is based in the San Francisco Bay Area and is hybrid remote and in-office, with the expectation of two days in the office each week. This is a full-time, 40 hour per week position; some flexibility is required to accommodate funder meetings and calls across time zones. Evening or weekend hours may occasionally be required for events or deadlines.

Diversity, Equity, and Inclusion

It is a core belief at ReSurge that diversity, equity, and inclusion make our programs stronger, and we seek to reflect that diversity on our team as well. We are an equal opportunity employer actively seeking diversity in service to our mission to inspire, train, fund, and scale reconstructive surgical teams in low-income countries to provide life-changing care to patients with the greatest need.

Compensation

Commensurate with qualifications and experience, plus excellent health benefits, 401(k) retirement plan with employer matching up to 4% of salary, a flexible work schedule, and generous paid time off.

Salary Range: \$90,000–\$120,000

To Apply

Please submit a letter of interest and resume by email to jobs@resurge.org with subject line: Director of Grants & Institutional Partnerships.