

California State Parks Foundation Job Description

Title: Grants Manager
Reports to: Director of Advancement
Date: November 2017

California State Parks Foundation (CSPF) protects and enhances state parks, and expands all Californians' access to the natural beauty, rich history and outstanding recreational opportunities in our parks. With over 50,000 members, CSPF is the only nonprofit organization working statewide to improve quality of life for all Californians by ensuring positive, meaningful and healthy experiences in a flourishing state park system.

Job Description:

California State Parks Foundation seeks an experienced, full-time Grants Manager (GM) who will sustain and grow CSPF's current base of institutional funders (foundations and corporations). The GM position is writing-focused but will also incorporate research, strategic thinking, and personal outreach to current and potential institutional funders. The GM will lead the process of re-applying to and reporting to all current institutional funders and must be exceptionally organized and detail-oriented. The GM will also prospect for and apply to new potential funders. The GM will work closely with the Director of Advancement and others on the Advancement team to develop relationships with current and prospective institutional funders. The GM will be based in CSPF's San Francisco office.

Responsibilities:

- 1) Sustain CSPF's base of institutional donors by focusing on renewing and upgrading current foundation and corporate supporters
- 2) Grow CSPF's base of institutional donors by identifying and successfully applying for funding from new foundation and corporate supporters
- 3) Manage a highly complex schedule of deadlines for submitting interim and final grant reports, proposals for renewed and new support, and other requirements using the Salesforce database and other tools
- 4) In collaboration with the Director of Advancement and others, develop and execute a comprehensive strategy to increase funding from institutional donors
- 5) Write proposals for general and program-specific support that will inspire renewed, upgraded, and brand new funding
- 6) Work with the Programs and Communications teams to create content for proposals and reports that is current, interesting, and inspiring
- 7) Work with the Finance team to prepare budgets and other documents required by institutional funders
- 8) Conduct prospect research on all potential funding opportunities from institutional donors - foundation, corporate, and government
- 9) Communicate with representatives of institutional funders via phone, email, and occasionally face to face meetings to better understand funding criteria, follow-up on submitted materials, and steward relationships

- 10) File, track, and organize all information about grants – from application to funding decision to stewardship
- 11) Occasionally attend state park tours, Earth Day volunteering, and other events along with members of the CSPF staff

Qualifications:

- 1) Bachelor's degree required
- 2) Minimum of three years of development experience with institutional giving experience highly preferred
- 3) Exceptional writing skills with proven success soliciting donations, preferably from foundation and/or corporate funders
- 4) Impeccable attention to detail, ability to adhere to deadlines, and organizational skills
- 5) Outstanding research skills and ability to tailor proposals to the specific criteria of potential funders
- 6) Knowledge of foundation, corporate, and other institutional funders in California
- 7) Strong analytical skills and experience with Microsoft Office applications and donor databases; Salesforce experience desirable
- 8) Ability to maintain confidentiality and operate with discretion
- 9) Ability to work well independently, and a capacity to handle details while focusing on overall goals
- 10) Works well in team-based environment, diligently and cooperatively; sense of humor desirable!
- 11) Willingness to pitch in and perform other tasks as needed; some travel throughout the state of California may be required

Salary: \$70,000 plus benefits which include medical, dental and vision insurance; 401k retirement plan; pre-tax commuter benefits and paid vacation, holidays and sick time.

To Apply:

Please send a cover letter, resume, and a writing sample to careers@calparks.org with Grants Manager as the subject line. In the cover letter, please let us know how you found out about the job.

The California State Parks Foundation is an Equal Opportunity Employer. Qualified applicants with arrest and conviction records will be considered for the position in accordance with San Francisco Fair Chance Ordinance, Police Code, Article 49