

## **INSTITUTIONAL GIVING MANAGER POSITION DESCRIPTION**

### **About California State Parks Foundation**

The California State Parks Foundation (CSPF) is the only statewide independent non-profit membership organization dedicated to protecting, enhancing and advocating for California's 279 magnificent state parks – one of the largest state park systems in the United States. Founded in 1969 by the late William Penn Mott, CSPF has grown to 130,000 members, making it one of the largest regional conservation organizations in the country. CSPF has a multi-faceted program, including a robust policy and advocacy portfolio, and undertakes a wide variety of capital projects and programs. CSPF has a staff of 28 and a 31-member Board of Trustees. CSPF is headquartered in San Francisco, with field offices in Los Angeles and Sacramento. To learn more, please visit [www.calparks.org](http://www.calparks.org).

### **Job Summary**

Reporting to the Vice President of Development, the Institutional Giving Manager will lead the strategic development of CSPF's corporate, foundation, and government funder relationships to maximize the engagement and philanthropic investments of these constituencies. This position will be responsible for identifying, cultivating, and soliciting corporate and foundation gifts and government grants and for writing and managing proposals and funding applications. This San Francisco-based position is focused on writing, research, direct cultivation/solicitation, and building an expanding portfolio of institutional funders to support CSPF's annual operating needs, specific programmatic efforts, and campaigns.

### **Responsibilities**

- In collaboration with the President, Vice President of Development, and the Development and Communications teams, develop and execute a comprehensive fundraising and marketing strategy to increase financial support from corporate, foundation, and government sources.
- Work closely with administration, program, and prospect research staff to identify and recommend foundation, corporate, and government prospects and funding opportunities.
- Research, write, and submit foundation, corporate, and government grant proposals and reports.
- Cultivate and manage ongoing relationships with corporate and foundation executives and program officers: promote understanding of CSPF's mission and programs; participate in funder/prospect cultivation meetings, tours, and volunteer engagement activities; drive the solicitation process, including involvement of staff and Trustees as appropriate; implement institutional donor stewardship activities.
- Maintain and regularly update an institutional prospect/funder matrix, moves management strategy, and work-flow calendar.
- Track all grant reporting requirements and work with CSPF program and finance staff to manage the grant-reporting process and ensure excellent stewardship.

- Prepare pre-meeting “scripts” and materials for the President, Vice President of Development, and selected Trustees in preparation for scheduled institutional prospect meetings. Ensure that call reports are electronically filed for all institutional prospect meetings.
- Assist the Vice President in developing and managing the Institutional Giving budget.

## **Requirements**

- Bachelor’s Degree required, advanced degree preferred.
- Two-three years of experience in teaching, sales, and/or marketing.
- Proven success with grant writing, prospect research, direct fundraising, drafting proposals and reports, budgeting, program analysis, and working with volunteers.
- Familiarity with corporate, foundation, and public agency philanthropy in California.
- Excellent writing skills (a two-page writing sample of a proposal or letter of inquiry will be required) and the ability to create a compelling case for support and tailor it to targeted audiences.
- Familiarity with relationship management principles, face-to-face solicitations, telephone solicitation techniques, and cultivation and stewardship of prospects.
- Excellent social skills and ability to establish professional and collaborative relations with staff, volunteers, advisory council, and board members.
- Ability to effectively and persuasively present information and respond to questions from executives, management, colleagues, grantors, and the general public.
- Excellent organizational skills, with the ability to prioritize and manage multiple projects simultaneously.
- Excellent public speaking skills.
- Resourcefulness and the ability to work independently.
- Ability to work under pressure and meet tight deadlines.
- Ability to read, analyze, and interpret general business publications, periodicals, and government regulations.
- Familiarity with general principles of fundraising and prospect research.
- Knowledge of Microsoft Office applications (Word, Excel, PowerPoint); ability to use donor database (Salesforce preferred) for tracking grants and deadlines.
- Commitment to advancing the mission and programs of CSPF; working knowledge of land conservation and environmental issues a plus.
- State-wide travel may be required.

**Compensation**

Compensation package includes a competitive salary and benefits. This is a full-time, non-exempt position. The California State Parks Foundation is an Equal Opportunity Employer.

**To Apply**

Email your resume and a cover letter outlining your qualifications and salary history. Your materials must be submitted in Word or PDF files to be considered. Email: [recruiting@calparks.org](mailto:recruiting@calparks.org), with CSPF Institutional Giving Search in the subject line. No telephone calls please.

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.