



California State Parks Foundation
Institutional Giving Coordinator Job Description

Title: Institutional Giving Coordinator

Reports to: Associate Director of Philanthropy

Location: San Francisco/Sacramento (hybrid of in-office and work from home)

Post date: May 9, 2022

Mission: Protecting and preserving the California state park system, for the benefit of all.

Vision: Our vision is that Californians experience, engage with, and champion their state parks, ensuring that they will thrive now and for future generations.

JOB DESCRIPTION: The Institutional Giving Coordinator supports the execution of the development team's strategy and goals to inspire renewed, upgraded, and new funding from institutional donors. This role aligns with California State Parks Foundation's mission by building relationships and raising resources to fund parks, build climate resiliency, expand access to parks, enhance visitor experience, preserve history and culture, and protect wildlife and nature.

RESPONSIBILITIES:

Grant Writing (40%)

- Write compelling proposals for general and program-specific support for a portfolio of donors (primarily foundations and corporations giving \$25,000 or less).
- Draft Earth Day sponsor packet copy.
- Maintain opportunity records in Salesforce database (update moves management stages, upload proposals/reports/acknowledgement letters).
- Maintain Grants Calendar of funding deadlines in Asana.

Donor Cultivation and Stewardship (40%)

- Lead on donor cultivation mailings (drafting copy, project management, generating mailing lists, etc.) with logistical support from Development Associate.
- Draft monthly funder update emails.
- Assist with preparing talking points for donor meetings and site visits. Provide other logistical support as needed.
- Log all donor interactions to Salesforce.
- Draft acknowledgment letter templates to be uploaded to Salesforce.
- Draft copy for Earth Day sponsor reports and year-end funder reports.
- Manage Earth Day sponsor recognition in coordination with communications team.
- Support corporate volunteerism as needed – attending workdays, providing logistical support leading up to events.
- Maintain and update 1% for the Planet profile.
- Assist with coordination for board meetings as needed.

Prospect Research (20%)

- Lead on researching and portfolio building for institutional funders.
- Build effective donor profiles that create intelligence within the organization on a prospect giving alignment with our mission.

QUALIFICATIONS:

Champion Your California

33 New Montgomery Street, Suite 520 | San Francisco, CA 94105 | 415.262.4400

1510 J Street, Suite 220 | Sacramento, CA 95814 | 916.442.2119

calparks.org

- Ability to work both independently and collaboratively in a fast-paced, multi-task team environment
- Minimum of 3 years of relevant experience
- Familiarity with the California state park system, environmental, and/or conservation practices preferred
- Outstanding research skills and ability to tailor proposals to the specific criteria of potential funders.
- Knowledge of foundation, corporate, and other institutional funders in California is preferred.
- Strong project management abilities required; familiarity with tools such as Salesforce, Asana, Slack, SharePoint, Wealth Engine, Adobe Acrobat Pro, Expensify, Zoom strongly preferred
- Proficiency in Microsoft Office suite
- Strong written and oral communication skills
- Extremely organized with exceptional attention to detail
- Committed to maintaining data integrity
- Works well independently and in a team-based environment
- Willingness to pitch in and perform other tasks as needed
- Ability and willingness to travel across California to state parks as needed (approximately 5% of time), occasionally engaging in vigorous outdoor activities, is required
- Valid driver license strongly preferred
- Commitment to California State Parks Foundation's mission

JUSTICE, EQUITY, INCLUSION, AND DIVERSITY: At California State Parks Foundation, our mission is protecting and preserving the California state park system, for the benefit of all. We believe that California's state parks are essential to the health, happiness, and quality of life for all Californians. If we truly are to benefit all, we must address justice, equity, inclusion, and diversity (JEID) in our work. While the process of integrating JEID may not be easy, we are full of hope regarding our vision for a future California state park system that engages a broad audience and is welcoming and accessible to all. We commit to fostering an organizational culture that celebrates learning and growth, leans into difficult conversations and feedback, values connection to each other, and sustains staff and board members' well-being and sense of belonging.

COMPENSATION: This is a full-time, non-exempt position. The hourly rate for any work completed up to 40 hours a week is \$35/hour. You may be eligible for overtime (any work above 8 hours a day and 40 hours a week), and your overtime rate is \$52.50/hour. You may be eligible for double time if you work over 12 hours in a day. Regular, overtime, and double overtime are pursuant to local, state, federal and the Foundation's guidelines.

Employee benefits include medical, dental, and vision insurance, 401k retirement plan, employee life, long- and short-term disability insurance, pre-tax commuter benefits and flexible spending account, and paid vacation, 13 paid holidays, a floating holiday, and sick time.

TO APPLY: Please submit your application through the "Apply" link. Your application should include your resume and a thoughtful cover letter that addresses why you are a good fit for this position and the organization. Please use separate attachments for each individual component

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with your last name in the file names. Applications considered on a rolling basis until position is filled.

California State Parks Foundation is an Equal Opportunity Employer. People of color, LGBTQ people, people with disabilities and veterans are strongly encouraged to apply. 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.

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