

SEATTLE PARKS FOUNDATION

Manager of Institutional Engagement

Reports to VP of Philanthropy, Marketing & Communications

Full Time, Exempt Position

Based in Seattle, work from home and eventually move to hybrid model (equipment is provided)

Seattle Parks Foundation is a 20-year-old nonprofit with a history of successful planning, organizing advocacy, and fundraising on behalf of our city's public spaces. We want every resident of our city to be connected to safe and beautiful green spaces and have access to rich recreational opportunities that meet their needs and the needs of Seattle's growing and changing population. We also believe that access to parks and public spaces is a critical indicator as Seattle strives to become a more equitable city. Our workplace is highly collaborative, professional, and respectful while nurturing a sense of fun. We are led by a strong and strategically engaged board of directors, and we strive to ensure that our team reflects the diversity of Seattle and has the cultural competence to ensure that we serve all residents of the city.

The following are our core commitments as an organization:

- We listen to learn, work in partnership, and lift-up others.
- We are committed to diversity, equity, and inclusion. This means confronting our assumptions about structures of oppression and, in response, continually remaking our internal culture.
- We are accountable. When we commit, we deliver. When we make a mistake, we accept responsibility.
- We embrace change and the challenges that come with it.
- We nurture a culture of gratitude and continually celebrate and thank volunteers, staff, partners, and donors.

JOB DESCRIPTION

The Manager of Institutional Engagement is responsible for managing and growing and grants, corporate and supporter portfolios as a member of the Development team. This position will work closely with the VP of Philanthropy, Marketing & Communications (with input from the CEO) to strategize and implement engagement and stewardship activities to motivate current and potential donors to invest in Seattle Parks Foundation and its growing portfolio of community projects. The ideal candidate will be a strong grants writer with experience prospecting and growing a donor portfolio. They will have insight and understanding of mission driven fundraising and the core principles of community-centric fundraising.

Along with a proven track record of results-focused fundraising from diverse funding sources, they will have the capacity to create trusting, positive relationships with high-net-worth civic donors, foundation advisors, corporate funders, business leaders, and community volunteers. They will also be effective and comfortable communicating with constituents in person, by phone, email, or via Zoom.

Donor Portfolio Management: 70%

- In partnership with the VP of Philanthropy, Marketing & Communications, create and implement the annual operating Major Gifts Program plan, inclusive of corporate, foundations and individual giving.
- Work with the VP of Philanthropy, Marketing & Communications and the CEO to identify, research, develop strategy, cultivate, solicit, steward, and communicate with individual, foundation and corporate major donor prospects.
- Develop and implement activities to motivate donors and prospective donors through all aspects of giving: initiating contact, creating relevant cultivation strategies, creating proposals, making asks, closing gifts, and maintaining stewardship activities.
- Create compelling corporate partnership opportunities to increase corporate support for SPF.
- Help plan and implement events and project site visits for key constituents.
- Engage the CEO, VP of Philanthropy, Marketing & Communications, staff, board, and community partner

leadership in fundraising activities to ensure the most effective cultivation and solicitation outcomes.

- Record all cultivation and significant activities with donors and prospective donors in the organizational database (Raisers Edge).
- Work with staff and contractors to develop and produce relevant materials to support major donor cultivation, solicitation and stewardship activities including developing proposals, case for support, grant requests and solicitation letters.
- Work with community partners, as requested by the VP of Philanthropy, Marketing & Communications and CEO, to help guide their fundraising activities.
- Work with VP of Philanthropy, Marketing & Communications to establish and implement meaningful and values-based recognition for the major gifts program that strengthens the donors' relationship to the organization, projects, and overall mission of Seattle Parks Foundation.

Planned Giving Program Management: 10%

- In partnership with the VP of Philanthropy create and implement the annual operating plan for the Planned Giving program.
- Manage the Foundation's efforts to grow its planned giving program and membership in the *Parks Legacy Circle*. Including marketing the program, identifying prospects within the database, cultivating through emails, mail, and educational events, soliciting, recording, and recognizing estate and planned gifts.

Other: 20%

- As a member of the Development team help lead and be accountable to annual organization planning, management, budgeting and evaluating processes tied to the major and planned giving programs.
- Support reporting and database management activities.
- Represent Seattle Parks Foundation at external meetings, site visits, and events as requested.
- Engage in ongoing professional development to understand and model best practices in managing major and planned gift fundraising programs that are grounded in the principles of community centric fundraising.

Primary Qualifications

- A minimum of 3 to 5 years of experience in major gift, corporate and grants fundraising.
- Excellent writer with experience building cases of support and working on complex grant applications.
- Fantastic relationship builder with people of various ages, professions, cultures, and socioeconomic backgrounds.
- Ability to develop effective organizational work plans and manage a large portfolio of prospective donors.
- A results-oriented mindset and creative ability to address funding opportunities.
- Great attention to detail while maintaining the big picture.
- Understands database systems and other technology essential for effective program management.

COMPENSATION AND BENEFITS

- Annual Salary Range \$60,000 - \$75,000 a year
- Personal Time Off (PTO) accrual per hour depending on FTE (Ex: year one FTE 100%=24 days per year)
- 100% employer-paid platinum level medical insurance. Dental insurance (beginning January 2022)
- Wellness program and Lifecare employee assistance program.
- 2% non-elective employer contribution to Simple IRA retirement plan.
- Flexible work-life balance, transportation benefit

To apply, please submit a resume and cover letter to megan@seattleparksfoundation.org. Position open until filled.

Seattle Parks Foundation is an Equal Opportunity Employer that values and prioritizes diversity, equity, inclusion and justice. Recruiting and mentoring staff to create an inclusive organization that reflects our values is a priority and we encourage applicants from all races, ages, religions, sexes, marital statuses, sexual orientations, gender identity, national origin, citizenship, military or veteran status, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination.