

## **Manager of Grants and 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)

## **WHO WE ARE**

Seattle Parks Foundation (SPF) 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 partner with community to champion thriving and equitable parks and public spaces. 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.

Seattle Parks Foundation is an Equal Opportunity Employer and we believe that having staff, consultants and volunteers with diverse backgrounds enables us to better meet our mission while creating an inclusive organization that reflects our values. We strongly encourage applications 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.

## **JOB DESCRIPTION**

The Manager of Grants and Institutional Engagement is responsible for managing and growing grants for both SPF and our community partners. This role will also be responsible for management and growth of institutional giving, including corporations and foundations, 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 funders 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 individuals and family foundations, foundation advisors, corporate funders, business leaders, and community volunteers. They will also be effective communicating with constituents in person, by phone, email, or online platforms.

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## **Portfolio Management and Growth: 40%**

- Work with the VP of Philanthropy, Marketing & Communications and the CEO to identify, research, develop strategy, cultivate, solicit, and steward foundation and corporate prospects.
- Create compelling corporate partnership opportunities to increase corporate support for SPF.
- 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.
- Help plan project site visits for key constituents and support activation events as required.
- Record all cultivation and significant activities with funders and prospective donors in the organizational database, *Raiser's Edge*.
- Work with staff and contractors to develop and produce relevant materials such as proposals, cases for support, grant requests and solicitation letters.
- Work with community partners, as requested, to help support their fundraising activities.
- Work with VP of Philanthropy, Marketing & Communications to establish and implement meaningful and values-based recognition for the Institutional Giving program that strengthens the funders' relationship to the organization, projects, and overall mission of Seattle Parks Foundation.

## **Grant Management: 40%**

- Research funding opportunities and collaborate with VP of Philanthropy, Marketing & Communications along with members of the partner team to identify potential community partners to apply.
- Collaborate with Development, Partner, and Communications team members to complete funding applications. Work with community partners and SPF staff as necessary to write grant applications.
- Oversee grant management system and timing of reporting. Communicate with all relevant parties to collect information and ensure timelines are met.
- Partner with Systems and Operations Manager to optimize the grant administration process.
- Track all steps of the grant process in donor database, *Raiser's Edge*.

## **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 Institutional 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 institutional fundraising programs that are grounded in the principles of community centric fundraising.

## **PRIMARY QUALIFICATIONS**

- A minimum of 3 to 5 years of experience in corporate, grants, and/or major gift 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

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socioeconomic backgrounds.

- Ability to develop effective organizational work plans and manage a large portfolio of prospective funders.
- 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 and dental insurance.
- 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 [hr@seattleparksfoundation.org](mailto:hr@seattleparksfoundation.org). Position open until filled. For best consideration, apply by Monday, January 31, 2022.