

Position/Title: Institutional Giving Coordinator

Start Date: Immediate

Salary Range: Commensurate with experience

Contact: Send resume and cover letter to DevoJobs@CityParksFoundation.org with "Institutional Giving Coordinator" in the subject line. Only applicants that apply via email will be considered.

ABOUT CITY PARKS FOUNDATION

At City Parks Foundation (CPF), we are dedicated to invigorating and transforming New York City parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year.

- CityParks Shows brings hundreds of live music, dance and theater performances to communities throughout New York City's five boroughs. The SummerStage festival presents over 100 free performances and benefit concerts each year in 16 parks throughout the city, ranging from American pop, Latin and world music to dance, spoken word and theater. The Swedish Cottage Marionette Theatre, home to one of the last public marionette companies in the US, presents modern takes on classic fairy tales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnership for Parks is a unique public-private partnership between CPF and NYC Parks that supports and champions neighborhood volunteers by giving them the tools they need to advocate and care for their neighborhood parks and green spaces.
- CityParks Learn environmental education programs help students experience the fun of science, while learning about their relationship to the natural world and the ways in which they can protect our natural environment. We provide environmental science programs for elementary, middle and high school students throughout New York City, serving nearly 3,000 kids through school-day, afterschool and summer programming, as well as credit-bearing training and paid internships for teenagers.
- CityParks Play activates New York's neighborhood parks with free sports programs for kids, including tennis, soccer, golf, track & field, and multi sport instruction, as well as fitness classes for seniors. We help New Yorkers stay active and healthy, discover new sports, and make new friends.

Our ethos is simple: *we believe thriving parks mean thriving communities.*

POSITION SUMMARY

The Institutional Giving Coordinator will be part of a fundraising team raising approximately \$8 million annually from corporate, foundation, government, and individual sources to support free programs in New York City parks. Reporting to the Manager of Institutional Giving, the Institutional Giving Coordinator will help maintain a portfolio of nearly \$2.5 million in grants from private foundations, corporate foundations, and government agencies.

RESPONSIBILITIES

- Research funding opportunities, monitor RFPs and news within the philanthropic sector, and complete research profiles on foundations, corporate philanthropic programs, and government agencies that align with City Parks Foundation's mission and initiatives.
- Work with programmatic and finance staff to develop compelling proposals, letters of intent, and budgets for institutional funders.
- Closely monitor deliverables for grants and contracts including proposed outcomes and recognition requirements.
- Work with programmatic and finance staff to prepare narrative and financial reports, budget modifications, and financial documentation.
- Coordinate the cultivation and stewardship process for grant portfolio, including scheduling, providing meeting materials, preparing research, and other tasks as needed.
- Use Salesforce database to track portfolio of grants, including a calendar of deadlines, cultivation, stewardship, and research activities.
- Complete other writing or research assignments and administrative support as requested.
- Participate in fundraising events as needed.

QUALIFICATIONS

- Bachelor's degree and a minimum of 2-3 years experience working in institutional giving and/or grant writing at a nonprofit required. Experience with grant writing for performing arts, education, or community organizing and development is a plus.
- Proven ability to prioritize and work effectively under deadlines.
- Excellent writing and editing skills.
- Highly organized and detail oriented.
- Experience with city, state, and/or federal contracts a plus.
- Ability to understand institutional and program budgets.
- Ability to work collegially across departments and across the organization.
- Familiarity working within a Google applications environment, online prospecting tools such as Foundation Directory Online, and a CRM database. Salesforce experience is a plus.
- Experience with or a demonstrated passion for the arts, sports, and/or environmental issues preferred.
- Strong work ethic, enthusiasm, sense of humor, creativity, flexibility, and patience.

WORKING FOR CITY PARKS FOUNDATION Benefits include excellent healthcare and dental package, vacation, paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance, and flexible spending plan. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

CONTACT Interested parties should email cover letter, resume, and salary requirements to: DevoJobs@CityParksFoundation.org. Put "Institutional Giving Coordinator" in subject header. Only candidates that apply via this email address will be considered. Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.