

Position/Title: Manager of Institutional Giving

Start Date: Immediate / Application Date December 4, 2020

Salary Range: Commensurate with experience

Contact: Send resume and cover letter to DevoJobs@CityParksFoundation.org

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 Manager of Institutional Giving will join an eight-person Development team, raising funds from corporate, foundation, government, and individual sources to support our free programs in New York City parks. This position will oversee and manage a portfolio of \$1.7 million in annual private foundation, corporate foundation, and government grants. The manager is an integral member of the CPF team, helping program directors to ensure that grant requirements are met and that new funding is identified. The manager supervises one coordinator.

RESPONSIBILITIES

- Partner with management to develop an annual strategy to meet or exceed revenue goals for institutional support.
- Cultivate and steward relationships with program officers and decision-makers and maintain knowledge of funding trends and priorities.
- Prepare and submit compelling letters of inquiry, proposals, and reports.
- Work closely with program directors to identify and research new prospects and funding opportunities and to manage grant requirements including implementation and evaluation.
- Supervise and assign work to a coordinator who will help manage the portfolio and oversee the grants deadline/reporting schedule, activity logs, and grant files.
- Provide writing and editing support to the individual giving and marketing teams when needed.
- Work with the Finance team on grants-related finance requests (budgets, grant allocation, projections, reports, etc.).
- Participate in fundraising events as needed.

QUALIFICATIONS

- Bachelor's degree and 5 or more years of progressive responsibility in grant writing and grants management.
- Strong oral and written communication skills, including the ability to collaborate and work effectively with a diverse group of staff and board members.
- Excellent editing and proofreading skills.
- Ability to cultivate and steward relationships with donors and prospects.
- Self-starter with demonstrated ability to work on multiple projects and consistently meet deadlines.
- Highly organized and detail oriented. Strong project manager.
- Ability to write/edit for a variety of formats and tailor messages to different audiences.
- Ideal candidate will possess supervisory experience and know how to manage a team.
- Experience working with Google apps and Salesforce preferred, but not required.
- 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 must email cover letter, resume, salary requirements and two writing samples to: DevoJobs@CityParksFoundation.org. Put "Manager, Institutional Giving" in subject header. Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.