



CATALINA ISLAND CONSERVANCY

JOB DESCRIPTION

POSITION: Development Manager-Institutional Giving

REPORTS TO: Chief Development Officer

STATUS: Exempt- Full Time

UPDATED: May 2017

DEPT: Development and Communications

POSITION SUMMARY:

The Development Manager-Institutional Giving will be responsible for all foundation, corporate and government support of the Catalina Island Conservancy. Working with various department staff, and using the Development Manager's knowledge of the institutional funding community, this position will research, identify and pursue strategic funding opportunities to support the Conservancy's mission.

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Development Manager-Institutional Giving will lead the Conservancy's efforts to increase institutional support from local, regional and national foundations, corporations and government agencies to fulfill the organization's mission. Will have excellent institutional prospect research, relationship building and written communication skills; will develop and implement an annual grants and reports calendar to maximize institutional revenue and ensure compliance with all reporting requirements.

- Research and identify institutional funding opportunities (Foundations, Agencies and Corporations) using a variety of search tools and indexes, respond to RFPs and other agency requests. Complete applications, develop compelling proposals and reports, maintain files of supporting documentation including financials, budgets, audits, 990s, etc. and submit proposals to funders in a timely manner.
- Work closely with the Conservation, Education and other departments to identify program-funding needs, develop proposals and supporting documentation, and provide reports to increase support for the growth of critical programs. Develop and maintain strong case statement narrative for all fundable programmatic and capital activities of the Conservancy, including the Trailhead Visitor Center currently under construction. Work with the CDO to incorporate approved messaging into case statements and share written materials with staff, board and volunteers, as needed. Organize and maintain all case materials on the shared drive.
- Develop and maintain an annual grants and reports calendar. Set work priorities to effectively manage information gathering and ensure timely receipt of more scientific/technical narrative proposal from collaborating department staff.
- Maintain hardcopy and electronic files of all proposals and reports. Input submittal details and notes from key calls and meetings into donor database for use in reporting, stewardship, and donor analytics.
- Research and identify Federal, State and County agency funding opportunities and develop relationships with key government agencies to maintain and grow funding. Maintain all records and provide reporting per agency standards, planning for and meeting all deadlines.

- Research, identify and secure corporate funding opportunities for special events, including the annual Conservancy Ball, Wild Side Art Show, and Symposium. Working closely with CEO, CDO, Executive Team, lead staff and volunteers related to events to develop a strong case for corporate partnerships of single or multiple events. Collaborate with staff to identify leads from volunteers, donors and members for potential corporate partnerships, and sustain relationships with corporate sponsorship staff.
- Develop and maintain corporate funding support materials for quick turnaround in response to funding opportunities. Work with event and communications staff to fulfill sponsor recognition and co-branding obligations.

REQUIRED QUALIFICATIONS:

Knowledge/Skills:

- Experience in proposal writing, funder reports.
- Excellent written communication skills.
- Knowledge of the foundation community, corporate sponsorship, and government funding agencies.

COMPLEXITY/PROBLEM SOLVING:

- Matching needs to opportunities, understanding Conservancy (and conservation practices).
- Multiple deadlines, manage budgets.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Work with various staff, different departments.
- Interaction with Executive team to field staff.
- Relations with foundation, agency and corporate funders.

EDUCATION/EXPERIENCE:

Five to seven years in related position, Bachelor's Degree or higher, training in grant writing, corporate sponsorship, and/or government agency grant development.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Development Manager-Institutional Giving work location is at the Long Beach, CA offices with periodic travel to Catalina Island and throughout the region; the location has moderate noise levels and is a non-smoking environment.
- The majority of the job duties are performed in an office environment; the employee must occasionally lift and/or move up to 25 pounds.

COMPENSATION & BENEFITS:

The Catalina Island Conservancy offers competitive compensation and a generous benefit package including, medical, dental, vision, paid vacation, sick leave, holidays and 403b.