



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

JOB DESCRIPTION

POSITION: Development Manager, Institutional Giving

REPORTS TO: Chief Development Officer (CDO)

STATUS: Exempt- Full Time

UPDATED: March 2022

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 staff across the organization and using the Development Manager's knowledge of private grant-makers and government funding programs, this position will research, identify, and pursue strategic funding opportunities to support the Conservancy's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Development Manager, Institutional Giving will lead the Conservancy's efforts to pursue increase institutional support from local, regional and national foundations, corporations and government agencies to fulfill the organization's mission. They will have excellent prospect research, grant writing, and relationship building skills.

- Work closely with the Conservation, Education and Recreation/Operations to identify funding priorities, develop grant proposals and supporting documentation, and provide reports to increase support for the growth of critical programs.
- Research and identify funding opportunities (foundations, government agencies and corporations) using sources such as Foundation Directory Online, Grants.gov, and appropriate listservs.
- Complete applications, develop compelling proposals and reports, maintain files of supporting documentation including financials, budgets, etc., and submit proposals and reports to funders in a timely manner.
- Collaborate with the Development Manager, Major Gifts to target key supporters and stake holders of the Conservancy.
- Develop and maintain strong proposal and report narrative for all fundable programmatic and capital activities of the Conservancy. Work with the CDO to incorporate approved messaging into grant narrative and share written materials with staff, board, and volunteers, as needed. Organize and maintain all grants, reports and supporting documentation in our cloud-based system.
- Develop and maintain an annual grants and reports calendar to effectively manage information gathering and ensure timely receipt of more scientific or technical narrative and common grant attachments from collaborating program, administrative and operations staff.
- Input request details and notes from key calls and meetings into donor CRM for use in reporting, stewardship, and donor analytics.



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- Research opportunities, develop pipeline and secure corporate sponsorship funding for special events, including the annual Conservancy Ball, Wild Side Art Show and Symposium. Work closely with other development staff to refresh corporate partnership collateral annually. Partner with staff to identify leads from volunteers, donors and members for potential corporate partnerships, and steward existing relationships with corporate partners.
- Work with events and communications staff to fulfill sponsorship recognition and co-branding obligations for events, memberships, and Conservancy strategic goals.
- Maintain relevant external and Grant Management System profiles such as Guidestar, Los Angeles County Regional Parks and Open Space District, Orange County Community Foundations, and others.

REQUIRED QUALIFICATIONS:

KNOWLEDGE/SKILLS: Grant writing, funder reports, excellent written and verbal communications, knowledge of grant-makers, corporate giving, and government funding agencies.

COMPLEXITY/PROBLEM SOLVING: Matching needs to opportunities, understanding Conservancy program work and funding priorities, managing multiple deadlines.

COMMUNICATIONS/INTERPERSONAL CONTACTS: Build and maintain excellent working relationships with all Conservancy staff, as well as with foundation, government agency and corporate contacts.

EDUCATION/EXPERIENCE:

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

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Development Manager, Institutional Giving works in the Long Beach, CA office with periodic travel to Catalina Island and throughout the region; the location has moderate noise levels and is a non-smoking environment.
- 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; the job duties are performed in an office environment; the employee must occasionally lift and/or move up to 25 lbs.

To be considered for this position, submit your resume and salary requirements to jobs@catalinaconservancy.org. Please be sure to include the job title in the subject line.