



CATALINA ISLAND CONSERVANCY

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

JOB DESCRIPTION

POSITION: Development Manager-Grants/Institutional Giving

REPORTS TO: Chief Development Officer (CDO)

STATUS: Exempt- Full Time

UPDATED: May 2021

DEPT: Development and Communications

POSITION SUMMARY:

The Development Manager-Grants/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 institutional funding community this position will research, identify, and pursue strategic funding opportunities to support the Conservancy's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Development Manager-Grants/Institutional Giving will lead the Conservancy's efforts to pursue private grants along with increase institutional support from local, regional and national foundations, corporations and government agencies to fulfill the organization's mission. They will have excellent institutional prospect research, relationship building and written communication skills; they 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, government 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 and reports to funders in a timely manner.
- Collaboration with the Development Manager – Major Gifts to target key supporters and stake holders of the Conservancy.
- Work closely with the Conservation, Education and Recreation/Operations to identify program/infrastructure funding needs, develop proposals and supporting documentation, and provide reports to increase support for the growth of critical programs.
- 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 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 and common grant attachments from collaborating program, administrative and operations staff.
- Maintain 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.



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- Research and identify Federal, State and County agency funding opportunities and develop relationships with their staff to maintain and grow funding. Maintain all records and provide reporting per agency standards, planning for and meeting all deadlines.
- 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 annually refresh corporate partnership collateral. Partner with staff to identify leads from volunteers, donors and members for potential corporate partnerships. Sustain 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 Candid (formerly Guidestar), LA County Regional Parks and Open Space, Orange County Community Foundations, and others.

REQUIRED QUALIFICATIONS:

KNOWLEDGE/SKILLS: Proposal writing, funder reports, excellent written and verbal communications, knowledge of the foundation community, corporate sponsorship, and government funding agencies.

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

COMMUNICATIONS/INTERPERSONAL CONTACTS: Work with various staff, different departments, interact with Executive Team to field staff, relations with foundation, agency and corporate funders, and excellent communication skills.

EDUCATION/EXPERIENCE:

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

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-Grants/Institutional Giving work location is at the Long Beach, CA office with periodic travel to Catalina Island and through 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.