



CATALINA ISLAND CONSERVANCY

JOB DESCRIPTION

POSITION: Senior Manager, Institutional Giving

DEPT: Development

REPORTS TO: Director of Development

STATUS: Full Time, Non-exempt

GRADE: 107

SALARY: \$85k - \$105k/annually

POSITION SUMMARY:

The Senior Manager, Institutional Giving will be responsible for all foundation, corporate, and government support of the Catalina Island Conservancy. Reporting to the Director of Development, the Senior Manager will work with staff across the organization to identify funding priorities and manage all grant applications and reporting with grantors and government funding programs. This position will research, identify, and pursue strategic funding opportunities to support the Conservancy's mission, report on their progress in a timely fashion, and support efforts of the Conservancy to pursue corporate partnerships and cause related marketing initiatives.

As the Conservancy begins an historic fundraising campaign to create a more resilient Catalina Island, the Senior Manager, Institutional Giving will play a pivotal role in the success of the campaign. The Conservancy seeks a Senior Manager, Institutional Giving with a passion for our mission of conservation, education, and recreation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work closely with the Conservation, Education and Recreation/Operations Departments 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) and work with internal partners to align funding opportunities and Conservancy priorities.
- 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 Director of Development and Senior Philanthropy and Campaign Officer to target key supporters, family foundations, 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 Director of Development and Chief of External Affairs to incorporate approved messaging into grant narratives and share written materials with staff, board, and volunteers, as needed.
- Organize and maintain all grants, reports, contact reports, and supporting documentation in InStrumentl and Raiser's Edge NXT.
- 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.
- Research opportunities, develop pipeline and secure corporate sponsorship funding for Conservancy special events.

- Partner with other External Affairs team members to identify potential corporate partners and cause related marketing opportunities 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 grant management software.

PREFERRED QUALIFICATIONS:

- A commitment to the mission of Catalina Island Conservancy—to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.
- A history of consistently meeting institutional giving goals and performance objectives and an ability to plan and implement successful institutional giving strategies.
- An ability to manage a diverse portfolio grantors and government agencies.
- Success applying for grants and timely adherence to reporting requirements.
- Knowledge and understanding of institutional giving and corporate partnerships; cause related marketing experience not required but strongly preferred.
- An ability to understand the aspirations and interests of funding organizations and develop relationships between program officers and the Conservancy.
- An ability to partner with a broad range of external and internal stakeholders to achieve success in institutional giving.
- Interest in and dedication to promoting the Conservancy’s priorities through excellent relationships with staff, board members, funders, members, and volunteers.
- Excellent oral, written, and interpersonal skills.
- Strong organizational, strategic planning, problem solving, research, and analytical skills.
- A team-oriented approach with respect for colleagues and volunteers.
- Unimpeachable integrity and a commitment to the highest standards of professionalism.
- Comfort and proficiency with technology including Microsoft Office Suite, internet-based collaborative applications, social media, Intrumentl, and Raiser’s Edge NXT

EDUCATION/EXPERIENCE:

- A bachelor’s degree or an equivalent combination of education and experience and at least six years of experience in institutional giving, preferably in conservation, environment, higher education/academia, or the arts is preferred. Experience in cause related marketing is a plus.
- Catalina Island Conservancy will consider candidates with a broad range of backgrounds. If you are excited about this role and feel that you can contribute to the Conservancy, but your experience does not exactly align with every qualification listed above, we encourage you to apply.

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 functions of this job. Reasonable accommodations are available for individual with disabilities to support the performance of job-related functions.

This is a hybrid position based in the Catalina Island Conservancy's Long Beach, California office with regular travel to Catalina Island via ferry and throughout Southern California. As it builds a high-performing development team, the Conservancy places a high value on the in-person experience, cross-team collaboration, and strong community building to create a vibrant and passionate group of staff and stakeholders. The Senior Manager, Institutional Giving should expect to work in-person in the Long Beach office or visiting the Island two days per week.

- This role is performed primarily in a professional office setting, which involves prolonged periods of sitting at a desk, frequent use of computers, phones, and other standard office equipment. The ability to perform

tasks that require close vision, manual dexterity, and communication through both verbal and written means is essential. Occasionally, light lifting of up to 15 pounds may be required. The environment is generally quiet to moderate in noise level. Reasonable accommodations are available for individuals with disabilities to support the performance of job-related functions.

COMPENSATION & BENEFITS

- We pay competitively in the nonprofit space and offer a robust benefits package. We offer a comprehensive benefits package that includes medical, vision and dental insurance, a flexible spending account, an employee assistance program, disability and life insurance, a 403(b) plan with a 3% employer contribution plus a 5% match that fully vests in 2 years, and 3 weeks of accrued vacation.
- The salary range for this role is \$85,000 to \$105,000 annually, based on experience.

HOW TO APPLY:

Please send your cover letter and resume to jobs@catalinaconservancy.org and list the job title in the subject line.

Equal Employment Opportunity and Accommodations Statement

We are an equal opportunity employer and are committed to creating an inclusive environment for all employees. In accordance with applicable federal, state, and local laws, reasonable accommodations will be made for qualified individuals with disabilities, both in the application process and during employment. If you require accommodations to perform the essential functions of the position, please notify Human Resources by emailing jobs@catalinaconservancy.org