

GARDENS OF GOLDEN GATE PARK

Position Title: Institutional Giving Manager

Hours: Full-time (35-hour workweek); Hybrid (3 days in office / 2 days Telecommute)

Role Classification: Regular w/ Benefits

Exemption: Exempt

Reports to: Director of Advancement

Salary: Salary range \$75,000 - \$90,000

ABOUT THE GARDENS OF GOLDEN GATE PARK

The mission of Gardens of Golden Gate Park is to connect people to plants, the planet, and each other. Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department (RPD) and the San Francisco Botanical Garden Society (SFBGS) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement between RPD and SFBGS, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner. Key areas of responsibility for SFBGS include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD is responsible for horticulture and facility management and maintenance, master planning and capital improvements conducted with SFBGS, and other functions. Together, RPD and SFBGS collaborate on collections management within the Gardens.

The Conservatory of Flowers is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

The Japanese Tea Garden is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.



San Francisco Botanical Garden opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco's oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

POSITION SUMMARY

The Gardens of Golden Gate Park are at an exceptional time in their history as the organization gears up for continued growth. Plans are underway to prepare the organization for a significant comprehensive campaign to fund a recently developed strategic plan. The Gardens' newly formed Advancement Team combining marketing and communications and philanthropy is looking to hire a cohort of new team members to build a powerful group that can help take the Gardens to another level of excellence.

The Institutional Giving Manager plays a pivotal role in securing funding from various institutional donors, including foundations, corporations, government agencies, and other grant-making organizations. In nurturing The Gardens' partnership-centric ecosystem and collaborating with our deadline-driven team, this position contributes to the moves management approach. Additionally, the Institutional Giving Manager will implement strategies to cultivate relationships with potential funders or steward existing donors. Reporting to the Director of Advancement, this position closely collaborates with the expanding department, a contracted grant writer, and program staff to align funding opportunities with organizational priorities and initiatives.

PRIMARY RESPONSIBILITIES

- Grow the Gardens' institutional giving portfolio strategy. Initiate and prioritize institutional funder research activity. Analyze fit, funding levels, and likelihood; manage prospect pipeline, and work with Director and colleagues to develop and execute cultivation strategy.
- Manage prospective and current funder relationships, ensuring all funder relationships/grant officers are informed about our work on an ongoing basis and feel connected to our organization (includes coordination of meetings, site visits, email updates, and calls beyond standard reporting).
- Manage grant proposal process, working with program staff, Advancement team, and grantor to determine best project fit.
- Writing compelling proposals for funding, pitch decks, letters of inquiry, and grant reports.

- Collaborate with Program & Partnerships department to best plan for grant proposals and funder updates, based on program initiatives.
- Maintain and manage institutional donor and prospect history data, deadlines, and overall grant management processes.
- Preparing budgets and financial information in collaboration with the Finance department.
- Support in preparing reports for Board, senior staff, and other key stakeholders of portfolio progress, including reports for Board and Committee meetings.
- Development of donor outreach content and other communications, in collaboration with various team members.
- Coordinate volunteer workdays alongside Programs & Partnerships team and corporate funders.

EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree or higher preferred.
- 3-5 years related experience in areas of nonprofit, membership, development, sales, or marketing.
- Proven experience in institutional fundraising, grant writing, or donor relations, preferably in a nonprofit organization.
- Strong written and verbal communication skills, with the ability to articulate complex ideas and concepts clearly and persuasively.
- Excellent research and analytical skills, with attention to detail.
- Demonstrated ability to build and maintain relationships with institutional donors and key stakeholders.
- Proficiency in Microsoft 365 suites, including Word, Outlook, Excel, and PowerPoint.
- Proficiency in Adobe Acrobat Pro.
- CRM experience with Salesforce in a nonprofit context; PatronManager a plus.
- Supervisory experience with contractors a plus.

ADDITIONAL EXPECTATIONS

- Willingness to accommodate a flexible work schedule, including evenings, weekends, and occasional travel.
- Able to engage in a range of physical motions, including prolonged standing or sitting at a desk, light lifting, climbing stairs, and occasionally working in varying weather conditions.
- Accessible to hybrid work environment with 3 days onsite.

FOR ADDITIONAL INFORMATION AND TO APPLY: Complete application with attached cover letter at <https://recruiting.paylocity.com/recruiting/jobs/All/99885d66-fdde-45ea-b169-b55cfb505be0/Gardens-of-Golden-Gate-Park>

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or any other category protected by law.

Application Deadline: April 19, 2024