



City Parks Foundation
830 Fifth Avenue, New York, NY 10065
www.CityParksFoundation

Position/Title: Institutional Giving Manager

Start Date: ASAP

Salary: Competitive

Application Deadline: Open until filled

Contact: Please send resume and cover letter to DevoJobs@cityparksfoundation.org

POSITION SUMMARY

City Parks Foundation (“CPF”) is the only independent, nonprofit organization whose mission is to offer programs in parks throughout the five boroughs of New York City. We work in more than 300 public parks, recreation centers, and schools citywide, presenting a broad range of programs in an effort to promote healthy and vibrant communities. Our initiatives reach 425,000 people each year. Artistic, athletic, educational and park advocacy programs connect high needs communities with their local green spaces. CPF helps turn New York City’s parks into centers of community development, while helping to create strong local leaders. The majority of our programming is provided at no cost, and we work in neighborhoods that would not otherwise have access to such resources. More information about CPF can be found at: CityParksFoundation.org

The Institutional Giving Manager is part of a ten-person Development Department, raising over \$6 million annually from corporate, foundation, government, and individual sources to support free programs in New York City parks.

PRIMARY RESPONSIBILITIES

- Research, identify and solicit support from new funders
- Prepare grant proposals, letters of inquiry and applications
- Draft gift acknowledgements and prepare grant reports
- Maintain calendar of docket deadlines and donor database records
- Dialogue with senior program staff about program activities, long-term plans and budgets
- Participate as needed in fundraising events throughout the course of the year

QUALIFICATIONS

- 1-2 years of solid grant-writing experience in a non-profit organization. A background in the arts, education, the environment and/or community development is a plus. Familiarity with NYC institutional funding community.
- Experience in managing multi-year and reimbursable government contracts is desirable
- Excellent writing, research and communications skills

- Ability to understand complex institutional and program budgets
- Collaborative, collegial, curious and patient
- Proven ability to prioritize and work effectively under deadlines, with attention to detail
- Ability to effectively communicate program plans and vision to colleagues, management and funders
- Familiarity with Google applications as well as online research tools
- B.A. required; advanced degree preferred

WORKING FOR CITY PARKS FOUNDATION

This position will be working from the organization's administrative headquarters at 830 Fifth Avenue in Central Park's beautiful Arsenal building. Benefits include excellent health care and dental package, vacation, 12 paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance and a flexible spending plan. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

CONTACT

Interested parties should email cover letter, resume, salary requirements and writing sample to: Devojobs@CityParksFoundation.org. Put title of position in subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls please.

ABOUT CITY PARKS FOUNDATION

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