



## Foundation and Donor Relations Associate

### Job Description

Park Pride seeks a detail-oriented, self-starter to support Park Pride's development program. This position reports directly to the Development Director and works closely with the Executive Director, the Associate Director, the Marketing and Communications Manager and other members of the Park Pride team. The right individual for this position is motivated, has highly developed interpersonal communication and writing skills, and can manage multiple tasks at the same time.

**Responsibilities:** This is a full-time position with additional weekend and evening hours as needed. Responsibilities include but are not limited to:

#### General Fundraising

- Work with Executive Director, Development Director and Development Committee to support the development and implementation of a comprehensive development plan
- Other projects and duties, as assigned by the Director of Development

#### Grant Writing and Management

- Prepare timely grant proposals and reports, working collaboratively with program and other staff as needed
- Prepare and execute cultivation, solicitation, and stewardship plans for foundation prospects
- Maintain donor records and take initiative to ensure donor data is accurate and corrected with the most up-to-date information
- Enter relevant information into the database in a timely manner including contact reports, correspondence, grants and grant reporting information
- Conduct informational research on foundation prospects to expand foundation fundraising efforts

#### Annual Fund

- Execute production and mailing of multi-channel annual fund appeals, as well as other solicitations with attention to accuracy, personalization and timely distribution
- Follow and manage donor stewardship plan and actions

#### Database

- Maintain the donor database, including data entry, report creation, and list building, taking initiative to ensure donor data is accurate and current
- Ensure accurate and timely gift entry and processing, and prepare queries and reports as needed with support from the Manager of IT and finance staff

### Qualifications and Requirements:

- Bachelor's degree required
- Two to five (2-5+) years of relevant work experience
- Excellent communication skills, both written and oral
- Grant writing and grant management experience
- Proficiency in MS Office required – experience with a fundraising database is preferred (e.g., DonorPerfect)

- Strong organizational skills, able to successfully manage multiple projects with competing deadlines
- Ability to work both independently without close supervision, but also a team player who will productively engage with others
- High energy and passion for Park Pride’s mission

## **Organizational Background**

Park Pride is an Atlanta-based nonprofit founded in 1989. Our mission is to engage communities to activate the power of parks. We value the wisdom of local experience. Community is at the center of the work we do. Most of our programs and services focus on fostering engagement at the local level to support neighborhood parks within the City of Atlanta and DeKalb County.

We have over 160 active Friends of the Park groups. Last year, our 6,000 volunteers provided over 18,000 hours of volunteer service. Park Pride is also actively building parks through a grantmaking program funded by three longstanding supporters. In 2018, this program funded upgrades to 21 Atlanta and DeKalb County parks. Through our Parks and Greenspace Conference and other education and advocacy opportunities, our influence extends to the Atlanta region and, increasingly, to other cities.

**Application Information:** Please submit a resume and cover letter to [hr@parkpride.org](mailto:hr@parkpride.org). Please put “Park Pride Development Associate” in the subject line of the email. No phone calls or in person visits please. After the application deadline, you will receive communication about next steps in the process. Park Pride offers a competitive benefits package. Salary \$40,000+.

**Application deadline February 1, 2019**

Park Pride is an Equal Opportunity Employer.

To learn more about Park Pride, visit [www.parkpride.org](http://www.parkpride.org).