



Corporate Relations & Individual Giving Manager

Job Description

Park Pride seeks a detail-oriented, self-starter to join Park Pride's development team as Corporate Relations & Individual Giving Manager. The Manager's primary responsibilities will include the planning, coordination, and execution of Park Pride's corporate and individual giving strategy, including event sponsorship, corporate giving, and annual fund online and direct mail solicitations. In addition, the Manager will ensure successful execution of Park Pride's signature events and corporate volunteer initiatives.

The salary range for this position is \$47,000 - \$52,000 commensurate with experience. Park Pride offers a competitive benefits package including paid leave, medical, dental, and retirement. The successful candidate will be joining the organization during a period of significant expansion, with high opportunity for professional growth.

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

Corporate Relations

- Manage corporate giving strategies including prospecting, cultivation, stewardship, and retention
- Manage, cultivate, and steward portfolio of corporate donors, meeting annual fundraising goals
- Secure event sponsors for Park Pride's Parks & Greenspace Conference and other events
- Alongside Volunteer Program staff, promote, create, and implement employee engagement and volunteer opportunities for corporate partners
- Establish and implement processes to provide exceptional donor recognition and stewardship

Individual Giving

- Execute production and mailing of multi-channel annual fund appeals, as well as other solicitations with attention to accuracy, personalization, and timely distribution
- Establish and implement processes to provide exceptional donor recognition and stewardship

Event Management

- Serve as event lead for Roundtables and as sponsorship liaison for the annual Parks & Greenspace Conference
- Assist with planning and executing of all Park Pride donor and annual fundraising events

CRM Database

- Maintain donor records and take initiative to ensure donor data is accurate
Enter relevant information into the database in a /timely manner including contact reports, correspondence, and other relevant information

General Fundraising

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

Preferred Qualifications:

- Bachelor's degree
- Two to five (2 to 5) years of relevant work experience
- Familiarity with Atlanta's major corporate philanthropic partners and civic leaders a plus
- Excellent communication skills, both written and oral
- Proficiency in Microsoft Office applications required – experience with Salesforce or other CRM database is preferred (e.g., DonorPerfect, Raisers Edge)
- 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. With a mission to engage communities to activate the power of parks, Park Pride is working in Atlanta's parks ecosystem at every level—by improving neighborhood parks, creating new community parks advocates, and connecting grassroots leaders, funders and government partners—so that all Atlantans can have access to a great park. Whether it is through the Friends of the Park, Visioning, Grantmaking, Fiscal Sponsor, Community Gardens, or Volunteer programs, our services work in concert to create a “pipeline” of engagement, education, and empowerment that leads to more local park advocacy, community stewardship, and, ultimately, high quality, active park spaces that meet the community's needs.

Application Information: Please submit a resume and cover letter to hr@parkpride.org and put “Corporate Relations and Individual Giving Manager” 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.

Application deadline is February 9, 2022.

Park Pride is an Equal Opportunity Employer committed to diversity and inclusion in the workplace. We actively welcome and encourage diverse candidates to apply.

To learn more about Park Pride, visit www.parkpride.org.