



Sponsorship & Annual Fund Manager

Job Description

Park Pride seeks a detail-oriented, self-starter to join the development team as Sponsorship & Annual Fund Manager. This position reports to the Director of Development, and their primary responsibility is the planning, coordination, and execution of Park Pride's sponsorship and annual fund strategy, which includes event sponsorship, annual fund coordination, and donor engagement, as well as gift entry and donor management in Salesforce. Additionally, the Manager will support Park Pride's signature events and corporate volunteer initiatives.

The salary range for this position is \$48,000 - \$55,000 commensurate with experience. Park Pride offers a competitive benefits package including paid leave, medical, dental, and retirement. The successful candidate will join the organization during a period of significant expansion and increased organizational impact. Park Pride offers a hybrid work environment that balances remote work opportunities with time spent in the office. Candidates must be local to Metro Atlanta and be able to attend events in our service area.

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

Corporate Sponsorship and Event Management

- Manage, cultivate, and steward corporate sponsors, meeting annual fundraising goals
- Secure event sponsors for Park Pride's Parks & Greenspace Conference and other events
- Assist with planning and execution of all fundraising events
- Collaborate with Volunteer Program staff to promote, create, and implement volunteer opportunities for corporate partners
- Create and implement exceptional sponsor recognition and stewardship plan

Annual Fund

- Lead the creation and execution of a comprehensive, engaging, multi-channel annual fund strategy that includes letters, digital solicitations, and social media content
- Create and implement exceptional individual donor engagement, recognition, and stewardship strategy

CRM Database (Salesforce)

- Ensure accurate and timely gift entry and processing, and prepare donor acknowledgment letters
- Maintain the donor database, including data entry and ensuring donor data is accurate and current

General Fundraising

- 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, and a strong attention to detail and accuracy
- Proficiency in Microsoft Office applications required – experience with Salesforce or other CRM database is preferred (e.g., DonorPerfect, Raisers Edge)
- Strong quantitative and 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 parks and greenspace and the mission of Park Pride

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 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 catalyze engagement, education, and empowerment that leads to more local park advocacy, community stewardship, and, ultimately, 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 “Sponsorship and Annual Fund 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 January 7 2023.

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.