



## Senior Development Manager, Foundation Relations

### Job Description

Park Pride seeks an experienced, detail-oriented, self-starter to join the development team as a Senior Development Manager, Foundation Relations. This position reports to the Director of Development and works closely with the Executive Director. The Senior Development Manager is directly responsible for managing private and corporate foundation funding relationships to secure significant and stable funding for the organization and assists in the planning and implementation of fundraising activities for the organization.

The salary range for this position is \$55,000 - \$65,000, commensurate with experience. Park Pride offers a competitive benefits package including paid leave, medical, dental, and retirement and 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 meetings and 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:

#### Grant Writing and Management

- Oversee and prepare grant proposals and reports for private and corporate foundation funders.
- Manage submission deadlines and work with program staff to ensure all requirements and reporting deliverables are met in adherence to grant agreements.
- Work with senior staff to prepare them for meetings, calls, and communications with foundation partners.
- Develop and support relationships with foundation leaders and program officers to build closer ties with Park Pride, and to upgrade and attract new funders.
- Prepare and execute cultivation, solicitation, and stewardship plans for foundation prospects.
- Maintain all private and corporate foundation donor records including contact reports, correspondence, grants, and grant reporting information.

#### General

- Assist in development and implementation of a comprehensive annual development plan.
- Assist with planning and execution of development events.
- Draft and edit development materials and publications.
- Other projects and duties, as assigned by the Director of Development.

## Qualifications

The successful candidate for this position is motivated, has highly developed interpersonal communication and writing skills, and can manage multiple tasks at the same time. Proficiency in all aspects of grant management is required, and proven skills in most (though not necessarily all) of the following areas:

- Bachelor's degree
- Minimum of 3 years of grant writing and grant management experience
- Familiarity with Atlanta's major foundation and corporate philanthropic partners
- Strong quantitative and organizational skills and attention to detail and accuracy
- 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
- Experience with Salesforce (preferred) or other CRM database required
- High energy and passion for 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, cover letter, and writing sample to [hr@parkpride.org](mailto:hr@parkpride.org) and put "Senior Foundation Relations 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.

Preferred application deadline is **August 15, 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](http://www.parkpride.org).