

Position Profile for an Institutional Giving Manager

Pittsburgh Parks Conservancy Mission Statement:

Improving quality of life for the people of Pittsburgh by restoring the park system to excellence in partnership with government and the community. Projects and programs are conducted with respect for the environment, historic design, and the needs of our diverse region.

Position Summary:

This position manages and leads the institutional giving activities for the Pittsburgh Parks Conservancy (PPC), including the design, creation and implementation of strategic fundraising initiatives to secure corporate and government support for the organization. Additionally, this role supports leadership staff in the cultivation and solicitation of private foundation gifts.

The ideal candidate loves parks, uses Pittsburgh's public parks and will proactively and effectively support and strengthen the development activities of the PPC.

Key Accountabilities:

- Manage corporate and government donor relationships through prospect research, donor cultivation, partnership management and funding recognition.
- Cultivate, solicit and gift closure of varying sizes to current and potential corporate and government donors that are in alignment with the goals and priorities identified in the PPC strategic plan.
- Represent the organization to current and prospective corporate and government donors, including cultivating and nurturing relationships, building and communicating a compelling case for gifts and giving in alignment of goals and priorities identified in the PPC strategic plan.
- Monitor, facilitate and increase the PPC's participation in the EITC, NPP, NAP and other governmental funding programs that will support and achieve the mission and goals of the Conservancy.
- Develop and implement corporate solicitation strategies with specific focus on programming at Schenley Plaza, Mellon Square and Allegheny Commons; education programming at the Frick Environmental Center; volunteer programs in the various parks; support for special events; and other related and expanded programs and projects.
- Assist with the coordination of sponsored volunteer activities and activations for corporate donors and partners including scheduling, notifying appropriate program/project staff and appropriate follow up.
- Lead and manage Institutional Giving staff to support the President and CEO and the Development Director with the preparation of proposals, budgets, financial reports and other materials for private foundation donors.
- Supervise, evaluate, develop and discipline the Institutional Giving staff to ensure their work is completed accurately, efficiently, in a timely manner, and with a high degree of competence and professionalism.

- Oversee the process for accurately, effectively, and in a timely manner tracking and reporting on all corporate, government and private foundation grants and pledges.
- Design and deliver strategic institutional development initiatives that support PPC's service, quality and efficiency objectives.
- Support the development of effective communication and relationships with PPC staff, work across department lines and form partnerships that foster better services, eliminate barriers to achieving results, build alliances with key decision makers, and take advantage of available resources.
- Handle personnel and sensitive issues with highest degree of professionalism, including maintaining appropriate levels of confidentiality.

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university.
- Increasingly responsible experience in development with a proven track record in cultivation and securing support: at least four years
- Increasingly responsible experience in relationship management in the corporate, government and/or private foundation communities: at least four years
- Increasingly responsible experience in leadership, management, and administration: at least two years
- Experience supervising others: at least two years (preferred)

How to Apply:

Send cover letter, resume and salary expectation to info@pittsburghparks.org. No phone calls, please.

The Pittsburgh Parks Conservancy is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.