

Position: **Corporate and Foundation Relations Manager**
Department: Advancement
Status: Full-Time, Exempt
Reports To: Director of Advancement

Reporting to the Director of Advancement, the Corporate and Foundation Relations Manager is responsible for the creation and implementation of a well-coordinated, strategic development plan to cultivate and solicit support from foundations, corporations and government sources. This position works to establish long term partnerships, strengthen existing relationships and initiate new contacts. The Corporate and Foundation Relations Manager is the primary grant writer and prospect researcher for the Advancement department, and is a key contributor to fundraising success at Descanso Gardens.

This is a full-time, exempt position. Generally, the work schedule is 40 hours per week, Monday-Friday, but evening, weekend and holiday work may be required depending on the needs of the organization. This position reports to work onsite at Descanso Gardens.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES include but are not limited to:

- Manage the entire grant cycle from research to reporting, including writing letters of intent, proposals, and reports.
- Identify corporate, foundation, and government grant prospects and conduct research to determine interest, giving potential, and alignment with the mission of Descanso Gardens.
- Develop, manage and implement cultivation and solicitation strategies for foundation giving, government grant asks, and corporate sponsorships.
- Arrange, conduct and coordinate site visits with grantmakers and corporate partners.
- Maintain accuracy of database for corporate and foundation constituents, while maintaining confidentiality of donor information.
- Conduct research of corporate, foundation and individual prospects in support of Descanso's philanthropic priorities.
- Work directly with marketing staff and other departments to implement corporate sponsorship agreements and ensure appropriate foundation recognition.
- Communicate effectively with other Descanso staff to gain insight on Descanso's programs, mission, and other information necessary for successful grantwriting and reporting.
- Steward assigned prospects and document activities in Altru database.
- Other duties as assigned.

EQUIPMENT USED and PHYSICAL DEMANDS:

This position requires the use of computers, standard office equipment including photocopier, postage meter, ten key, credit card processing machine, printer, hand-held (two-way) radio, projectors, golf cart.

This position requires flexibility to work in an office and an active outdoor environment which includes public interaction, exposure to various noise levels, and other distractions throughout the Gardens. Must be able to walk long distances and on occasion access various areas of the Gardens including areas not accessible by paved roads or dirt trails. This position occasionally requires lifting of up to 15 pounds.

QUALIFICATIONS AND REQUIREMENTS:

- 3-5 years of fundraising or business development experience, with at least two years of grantwriting experience;
- Grant cycle management, grant writing, and proven track record of winning grants strongly preferred;
- Bachelor's degree or combination of education and experience;
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of corporate and foundation fundraising techniques.
- Ability to initiate and build relationships with prospective corporate and foundation donors, and interact via telephone and in person with institutional representatives.
- Demonstrated ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Excellent communication skills, with demonstrated ability to build relationships with colleagues, donors, members and others;
- Excellent problem-solving and research skills.
- Demonstrates good judgment and decision-making skills;
- Excellent spelling and grammar, and the ability to proofread with a high degree of accuracy;
- Excellent time management skills;
- A high degree of appropriateness and ability to maintain confidentiality;
- Experience with donor databases preferred;
- Strong Microsoft Office proficiency;
- A valid California Driver's license.

COMPENSATION: Commensurate with experience, up to \$80,000 annually.

Interested parties may apply by submitting a MS Word or PDF Letter of Interest and Resume to jobs@descansogardens.org with **CORP202212** in the subject line. Only those applicants meeting the minimum requirements and submitting all required information may be contacted for further inquiry. We will accept resumes until the position is filled.

No phone calls, please.

Descanso Gardens Guild Inc. acknowledges that equal opportunity for all persons is a fundamental human value. Each employee will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex, or marital status.