

Foundation and Corporate Relations Manager

ROLE OR PURPOSE OF POSITION

The Foundation and Corporate Relations Manager is responsible for generating an established annual fundraising goal for corporations and foundations and manages a portfolio of prospective and current funders including foundations, corporations, and government agencies. Responsibilities include identifying and qualifying prospects, developing cultivation solicitation and stewardship strategies, and creating and producing compelling proposals, site visits, presentations and reports. This key position requires a highly organized, creative, detail oriented and motivated person with stellar writing skills.

The Foundation and Corporate Relations Manager must be able to anticipate project needs, discern work priorities, and meet deadlines. This person should provide outstanding communication to other staff and be an enthusiastic professional, capable of building strong and positive relationships with funders and other partners.

MAJOR DUTIES AND RESPONSIBILITIES

Foundation and Corporate Relations Management includes, but is not limited to:

Donor Relationships

- Organize and lead collaboration with the VP of Development and others to identify funding needs and priorities, case development, and proposal strategies.
- Manage a robust portfolio of established and new corporate and foundation prospects for qualification, cultivation, solicitation and stewardship.
- Manage pipeline of established and new corporate and foundation, organization and government donors, develop and maintain proposal and deliverables calendars and coordinate with staff to create high-quality, timely submissions.
- Maintain detailed tracking and regular reporting on the various stages of cultivation, solicitation, and stewardship. Project closure rates, funding amounts and dates, deliverable requirements and dates; keep data in Neon and SharePoint current.
- Use appropriate software/database to maintain records and report on potential and current funders regarding meetings, communications, proposals, grants and reports.
- Develop and cultivate long-term effective working relationships with representatives of private foundations, government offices, and corporations in order to promote/negotiate grant opportunities; follows up regularly on grant applications and opportunities.
- Coordinate visits with funders and potential funders and assemble background information in preparation for visits.

Grants Management

- In conjunction with the appropriate staff, write and edit compelling grant proposals, supporting materials, and interim and final reports, including developing budgets and budget narratives; and develop presentations.
- Communicate summaries of results and manage and provide recommendations for future applications with respect to the specific grantee and/or program.
- Develop reports on progress status of proposals and grants received, requested, denied and pending; prepare and file periodic management progress reports with grant funding sources in a timely manner; monitor calendar to ensure timely submission of required information.
- Review grant utilization accounting reports monthly and flags/follows up on any queries.

- Develop and ensure that funders receive comprehensive reports in accordance with grant contracts and preferences; coordinate with relevant staff to collect pertinent data in a consistent and timely manner; coordinates with GC program and financial staff for needed financial information and data/statistics reports.

Institutional Support

- Actively work with Board Members and volunteer committees on sponsorships, grants and cultivation of donors.
- Maintain knowledge of programs and services offered within the organization.
- Work with the Communications Manager to identify and document Georgia Conservancy stories that may be used for funding proposals.
- Coordinate with the appropriate staff regarding the proper coding and stewardship of restricted gifts.
- Work collaboratively with the Events Manager on the successful implementation and creation of collateral for fundraising events.
- Maintain knowledge of best practices in grant fundraising and trends in the nonprofit and mission-related sectors through reading, research, participation in seminars and other educational opportunities and personal contacts/memberships in the field; recommends new/updated grant application strategies as relevant.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

- B.A. degree from accredited university.
- 4-6 years prior experience identifying, soliciting and managing corporate and foundation partnerships.
- Proven track record of generating revenue.
- Excellent writing skills.
- Experience engaging corporate employees in volunteer activities and/or pro-bono projects a plus.
- Excellent interpersonal skills with a high level of professionalism.
- Strong knowledge of MS Office including Outlook, Word, PowerPoint and Excel.
- Must be able to multi-task and work effectively in a demanding, fast-paced environment.
- Able to work independently and in a team environment.
- Understanding of, and commitment to, the mission of the Georgia Conservancy.
- Demonstrate a positive and determined disposition.
- Superior time management skills, multi-tasking abilities, team playing skills.
- Proficiency in data analysis, budgeting and report preparation. Strong organization, task and project management skills.
- Position requires occasional travel and involves periodic evening and weekend work
- The ideal applicant thrives in an environment that requires significant self-initiative, and is able to anticipate project needs, manage multiple projects at once, and collaborate among many team members both internal and external to GC.

PREFERRED

- Skill with Adobe InDesign, Adobe Illustrator, Photoshop or other graphic design software
- Experience with Neon or another CRM

LEVEL OF DECISION-MAKING

Within the bounds of Georgia Conservancy’s mission, values and policies, brand and sound professional practices, the Manager is free to manage his/her activities to deliver defined results. Specific authorities associated with this position and their implementation procedures will be determined in conjunction with the Vice President of Development.

ORGANIZATIONAL RELATIONSHIPS

The Manager is supervised by the Vice President of Development, coordinates his/her activities with other team members, and interacts daily with a range of members of the GC team. Each GC team member establishes work priorities and ensures that their individual activities are continuing within the context of an established schedule and budget.

REPORTS TO:	Vice President of Development .
SUPERVISES:	<ul style="list-style-type: none">• None at this time
PRIMARY WORKING RELATIONSHIPS:	<ul style="list-style-type: none">• Vice President of Development• Communications Director• Stewardship Trips Director• Finance and Operations Director• Events Manager• Membership and Service Manager• Foundations• Sponsors• Donors
TRAVEL REQUIRED:	Yes (10 - 15%)
JOB LOCATION:	Georgia Conservancy office, Atlanta, GA
DURATION:	Full-time