



JOB ANNOUNCEMENT

Position Title: Institutional Giving Manager
Reports to: Director of Development

John Muir Land Trust (JMLT) protects and cares for open space, ranches, farms, parkland, and shoreline in the East Bay. In three decades, John Muir Land Trust has risen from its humble roots to become one of the leading forces for conservation in northern California. With more than 3,500 acres now protected, many of the most beautiful places in the East Bay are permanently preserved for passive recreation, wildlife habitat, protection of clean drinking water, and scenic views.

The Institutional Giving Manager will play a leading role in securing funding from public agencies, foundations, and corporations with a goal of approximately \$2.5 million annually. This is a new position with a great deal of opportunity to raise significant funds for the organization to purchase and protect high priority conservation lands. With this new dedicated role, the Institutional Giving Manager will develop key relationships with funders, build a formal grants program including the structure and content necessary to raise funds, write and submit compelling grant proposals and reports, and bring creativity and reimagining to our Corporate Council program.

The person in this role will collaborate with four other development professionals. Experience in writing proposals that have resulted in grants of \$100,000 or more, especially from public agencies, is necessary. Understanding and knowing the key players in the institutional funding community for land conservation is also desirable.

The position will work remotely and as part of a hybrid office work schedule.

RESPONSIBILITIES

- Build a formal grants program including leading internal discussions around land acquisition strategies as it relates to institutional funders priorities, writing boilerplate text for proposal, and developing goals, timelines, and associated budgets
- Build and maintain relationships with key institutional funders by proposing and leading strategies for engagement, coordinating meetings with key JMLT staff, and executing timely follow-through
- Reimagine and re-engage the Corporate Council, a group of corporate donors who give \$5,000 or more annually and receive various benefits including sponsorship of one special event
- Work with Director of Development, event planner, and other staff to produce a sponsorship program for Corporate Council and other key corporate sponsor prospects
- Provide research and planning to develop an annual calendar of public agency, foundation, and corporate grant submittal deadlines with targets for reaching organization's institutional annual income goals
- Write and submit compelling grant proposals to funders that speak to the urgency and need for support of the properties we seek to acquire and steward as well as the interests of funders

- Write grant reports to funders and steward their support by communicating the outcomes of their investments
- Play a key role in budget planning and projections from institutional sources annually
- Work with Database Director to send personalized acknowledgement letters to funders once grants are received
- Build moves management system within Salesforce to document moves including grant proposal and report deadlines and submittals
- Other duties as assigned as they relate to institutional giving

QUALIFICATIONS

- A passion for conservation and/or environmental work; knowledge of land conservation or related areas
- A minimum of five years working in a medium or larger size organization in a front-line fundraising role with institutional funders and specifically public agencies
- Proven track record of writing and securing grants of \$100,000 or more
- Strong acumen in developing grant proposal budgets and working with finance
- Excellent written and verbal communication skills
- Experience with annual budgeting process and cash flow projections
- Ability to lead as well as work well in a team oriented and collaborative environment
- Strong computer skills – MS Office; donor databases (knowledge of Salesforce preferred)
- Bachelor’s degree
- Ability to work while hiking and walking on trails
- Ability to work some evening and weekends
- Comfort with ambiguity and entrepreneurial spirited

JMLT’s EOE Statement

John Muir Land Trust is an equal opportunity employer and does not consider an individual's race, color, creed, gender (including gender identity and gender expression), age, religion, national origin or ancestry, veteran status, military status, marital status, registered domestic partner status, medical condition, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), genetic information, physical or mental disability, sexual orientation, and any other basis prohibited by federal, state or local law.

To apply, please send a one-page cover letter and your resume to Dawn Block at dawn@blocktalent.com. No phone calls please.