



**Title: Senior Manager, Corporate and Foundation Giving**

**Reports to: Chief of Development & Marketing**

**Full Time (Salaried); Exempt**

### **About Austin Parks Foundation**

Austin Parks Foundation (APF) is dedicated to partnering with our community to enhance people's lives by making our public parks, trails, and green spaces better through volunteerism, innovative programming, advocacy, and financial support. A non-profit established in 1992, APF fills the city's funding and resource gap needed to develop, maintain, and enhance the area's over 300 parks, trails, and green spaces.

### **Job Summary:**

Austin Parks Foundation is seeking a dynamic leader to fill the role of Senior Manager of Corporate and Foundation Giving. This individual will develop and implement strategies for our expanding corporate and foundation relationship program. The Senior Manager will oversee all aspects of prospecting, cultivation, solicitation, and growth for a diverse portfolio of top-tier corporate and foundation funding partners. Additionally, they will cultivate new funding partnerships that align with APF's mission and the corporate social responsibility priorities and goals of our foundation partners.

This position will collaborate with the APF contract Grant Writer who is responsible for researching, drafting, and submitting proposals that help APF receive grant funding.

The ideal candidate for this position will join the APF team with a robust network of corporate and foundation relationships. They will be a strategic thinker, creative problem solver, and inclusive relationship builder, adept at navigating complex internal and external dynamics. This role is a collaborative member of the Development team, working closely with executive leadership, various internal departments, and our Board of Directors. A passion for parks and the outdoors is essential, as is the ability to thrive in a fast-paced, innovative environment.

## **Essential Functions:**

### **Corporate Partnerships**

- **Oversee all aspects of corporate relationships and partnerships.**
  - Steward fiscal year corporate goals as set by organizational leadership and approved by the Board of Directors.
  - Manage an active corporate donor and prospect portfolio with intent to form deep long-lasting relationships for the organization.
  - Manage existing and new corporate partnerships including prospect research, solicitation, stewardship, retention strategies, employee engagement activities, annual and multi-year sponsorship proposals, event sponsorships, matching solicitations, personalized communications, organizational updates and meetings.
  - Create and maintain excellent records in APF's CRM of all interactions with corporations, including: key leaders and employees current and past, giving amounts, past strategies and effectiveness of those strategies, all participants in corporate volunteer activities, etc.
  - Collaborate with the CEO, Chief Development & Marketing Officer, and Events Manager on overall corporate partnership strategies.
  - Collaborate with the Events and the Development team on workplace events, donor engagement, event sponsorship, and fundraising.
  - Collaborate with the Marketing team to develop collateral and support corporate partnerships through marketing recognition.
  - Collaborate with the Programs Volunteer team and event team on corporate service days.
- **Manage through monitoring, evaluating and expanding the strategy, planning, execution and operations of multiple giving programs, including but not limited to:**
  - APF's Year-Round Sponsorship Program
  - Party for the Parks Sponsorship Program
  - Zilker Eagle Train & Special Projects Corporate Giving Program
  - Corporate Service Day Program

### **APF Grants (Grantseeking) Program**

- **Collaborate with APF senior leadership and contract grant writer to define goals and strategy for the organization's grants program.**
  - Steward fiscal year grant goals as set by organizational leadership and approved by the Board of Directors.

- Manage an active foundation donor and prospect portfolio with intent to form deep long-lasting relationships for the organization.
- Create and maintain excellent records in APF CRM of all interactions with grantors and foundations, including: key leaders and employees current and past, giving amounts, past strategies and effectiveness of those strategies, etc.
- Collaborate with the Marketing team to support grants and foundation through public relations and marketing requirements.
- Manage through monitoring, evaluating and expanding the strategy, planning, execution and operations of multiple foundation funding opportunities, including but not limited to:
  - Corporate Foundation giving
  - Family Foundation giving
  - Private Foundation giving
  - Municipal & Government Grant giving

## **Other**

- Manage APF profiles on Charity Navigator and GuideStar
- Assist in the solicitation of silent and live auction items for the annual gala
- Attend special events outside of usual work hours and on weekends
- Other duties as assigned

## **Requirements/Qualifications:**

- 5 years minimum of program or account management experience
- Bachelor's degree
- Demonstrates energy and passion for the APF vision to create vibrant parks, trails, green spaces, and community gardens with a clear understanding of diversity, equity, and inclusion
- Established success in securing corporate, foundation, government, and in-kind contributions, including philanthropic and sponsorship gifts
- In-depth knowledge of the grant process, including contracts and reporting
- Exceptional writing and editing skills
- Extraordinary interpersonal communication skills and a commitment to customer service
- Excellent relationship building techniques with trusted effectiveness in closing agreements
- Ability to strategically navigate complex corporate organizations to find the right contact to bring sponsorship/gift to closure
- Demonstrated organizational, planning, and budgeting skills

- Ability to meet deadlines/manage multiple projects at once with minimal supervision
- Excellent public speaking skills that enable you to be an influencer before groups, run meetings, and display leadership initiative
- Ability to handle complex and confidential information
- Experience working with Board and/or committee members, volunteers, and donors
- Work hours typically 9-5 M-F with flexibility for in-person and remote work; required occasional evenings and weekend events

**Preferred Qualifications:**

- Three years minimum in nonprofit development, grants or related experience
- Exceptional organizational skills and demonstrated excellence in problem-solving, superior attention to detail, and ability to coordinate multiple projects requiring collaboration and communication (both up and down the line) with staff to maintain high accuracy and productivity
- Excellent verbal, written and interpersonal communication skills
- Energetic self-starter and ability to work independently with little supervision
- Self-motivated to produce high-quality work, lead by example and thrive in supporting the success of others
- Strong organizational skills
- Good judgment skills and the ability to function well while working in a fast-paced, fluid environment
- Genuine interest in problem-solving and a commitment to fostering both quality and efficiency
- Exhibit strong skills with collaboration, teamwork, relationships, donor interface, public speaking, writing, and effective media communications
- Trustworthy and dependable
- Experience managing CRM or relational databases, and ability to quickly learn a new database
- Solid technology skills and proficiency in Google Drive and Microsoft Office products,

**Physical demand and work environment:**

Ability to work remotely in a virtual work environment, perform work on a computer, talk on the phone, and interact with external parties, and lift up to 20 lbs.

**Diversity, Equity & Inclusion and Equal Opportunities Commitment**

We value collaboration, innovation, dependability and inclusiveness. We embrace diversity and equal opportunity, and we are committed to building a team that represents a variety of backgrounds, perspectives and skills. All qualified applicants shall receive consideration for employment without regard to race, creed, color, national origin, sex, age, religion, veteran status, or sexual orientation.

### **Benefits**

APF offers a comprehensive benefits package, including health insurance, dental, vision, disability, 401K match program, and generous PTO.

### **Salary Range Disclaimer**

The base salary range represents the low and high end of the salary range for this position. Actual salaries will vary depending on factors including but not limited to experience, certifications and credentials. The range listed is just one component of APF's total compensation package for employees.

**Salary Range: \$75,000 - \$85,000**

**Please submit a resume and cover letter. No phone calls, please.**

[Link to Application](#)