



Institutional Giving Manager Minneapolis Parks Foundation

The Minneapolis Parks Foundation seeks a full-time, exempt (salaried) **Institutional Giving Manager**.

The Organization

The Minneapolis Parks Foundation is an independent, donor-supported nonprofit organization that believes parks have the power to connect us, heal us, and make us whole. We help envision and execute transformative parks and public spaces by working closely with our public partners and in collaboration with the community. Our mission: The Minneapolis Parks Foundation transforms human lives through parks and public spaces by aligning philanthropic investment and community vision.

Position Summary

The Institutional Giving Manager is responsible for foundation, corporate, and government grant-making to the Minneapolis Parks Foundation as well as corporate sponsorship. The Manager stewards current funders and manages grants, while expanding the engagement of additional foundations and corporations in order to meet and exceed the organization's goals and mission.

The Institutional Giving Manager works in a collaborative work environment. Reporting to the Chief Development Officer, the position will be a member of a small development team. The Manager must be committed to the goals of the organization and be a champion for city parks and the public realm and all the benefits they provide.

Grant and Sponsorship Management

- Manage and implement all aspects of foundation, corporate, and government giving with the highest degree of professionalism, confidentiality, and responsiveness, including identification and outreach to potential funders and execution of cultivation, solicitation/application, and stewardship activities.
- Write and submit proposals and funding requests with narratives and budgets for grants between \$5,000 and \$500,000 (and occasionally larger capital grants) in response to specific corporate and foundation interests, institutional priorities, and areas of greatest potential impact.
- Work with the Executive Director and Chief Development Officer to establish strategy and key funding priorities to enhance, diversify, and deepen the Parks Foundations corporate and foundation giving.
- Work with the Annual Fund and Events Manager to grow the corporate sponsorship program.
- Actively promote the mission, vision, and values of the Parks Foundation.
- Serve as an articulate, passionate, and visible spokesperson as a prominent leader throughout the organization, among stakeholders, and the Minneapolis community.
- Prepare and lead briefing meetings for donor solicitation visits, ensuring all attendees are knowledgeable and aligned with meeting goals.
- Develop long-term growth strategies for institutional giving.
- Manage grants calendar within Salesforce to ensure timely completion of proposals and reports.
- Support programmatic aspects of funding by building and stewarding partnerships.
- Conduct foundation, government, and corporate giving/sponsorship research and manage a portfolio that includes new funding opportunities.
- Identify, cultivate, and steward relationships with appropriate staff at funding institutions.
- Coordinate with marketing staff to ensure that the corporation and foundation web page content is complete and up to date and that partnership activities receive appropriate recognition.

Other

- Attend and actively participate in required professional development opportunities.
- Attend and actively participate in departmental and staff meetings.
- Participate in special projects and donor events as needed.
- Protect the organization and donor's privacy by treating all information as confidential.
- Other duties as assigned.

Qualifications

- Bachelor's degree is required; Master's degree is preferred.
- Five years of fundraising experience, including managing and implementing fundraising goals.
- Corporate and foundation relations experience.
- Experience managing grants calendar within a fundraising database (Salesforce preferred).
- Experience working with/in diverse communities.

Work Environment and Physical Requirements

- All the wonderful and frustrating elements of an open office environment in an old house.
- Schedule: Mostly weekday daytime, plus occasional meetings/events in the evening and on weekends.
- The person in this position must be able to effectively communicate with others, work at a desk for extended periods of time, operate a personal computer and other office equipment, move throughout the office to conduct various tasks, bend to file or retrieve documents, occasionally lift and move items up to 30 pounds unassisted, and travel within the Twin Cities metro area for meetings and events.

Benefits and Compensation

- Health and dental insurance.
- Vacation, sick leave, holidays, and retirement benefits.
- Salary range commensurate with experience.

To apply:

- Submit cover letter, resume, references, and salary preference to: mkarl@mplsparksfoundation.org
- Applications accepted until position is filled.
- Persons of color and members of diverse communities are encouraged to apply.
- No phone calls and no employment-agency calls, please.

The Minneapolis Parks Foundation is an Equal Opportunity Employer. The Foundation does not discriminate against applicants for employment on the basis of race, color, religion, creed, sex, sexual orientation, gender identity or presentation, national origin, ancestry, age, disability, genetic status, marital status, familial status, veteran status, status in regard to public assistance, or any other characteristic protected by law. All offers of employment are contingent upon the successful completion of a criminal background check.