

Corporate and Foundation Relations Manager at Save the Redwoods League

This position is the perfect opportunity for a passionate, highly-driven fundraiser interested in developing successful, symbiotic philanthropic relationships with foundations and corporations. With our Centennial in 2018, the **Corporate and Foundation Relations Manager** will join the League at an exciting time to deepen institutional engagement as we shape the comprehensive conservation vision for the next century of redwood protection.

About Save the Redwoods League

In 1850, there were nearly 2 million acres of ancient coast redwood forests in California - today less than 5% remains. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. Our work is as vibrant and important as ever! To learn more about us and our land, conservation / restoration, science, and education programs, go to www.SaveTheRedwoods.org

Position Overview

- The Corporate and Foundation Relations Manager is responsible for establishing strategy and objectives for this giving program in partnership with the Chief Development Officer (CDO), and for implementing all League efforts to identify, cultivate, solicit and steward corporate and foundation supporters to achieve annual fundraising goals
- Manages a portfolio of approximately 100 current and prospective corporate and foundation funders, and works with League leadership and conservation staff to identify and cultivate key prospective funders to diversify and deepen the donor pool
- Using information gathered and distilled from League conservation staff, writes grant proposals, reports, and other programmatic materials for corporate and foundation funders, and collaborates to draft a limited number of public grants
- Develops and maintains effective, long-term relationships with grantors; articulates and presents League programs and priorities; plans and implements events and meetings to introduce key contacts to conservation program experts and League leadership; and otherwise facilitates funder cultivation and the grant approval process
- Maintains a detailed grants calendar; provides timely reports to funders; writes acknowledgment letters for gifts; and prepares and maintains all records related to funded grants
- Creates and monitors revenue and expense budget for area of responsibility; coordinates with finance department to ensure proper recording of grant agreements and revenue

Qualifications and Requirements:

- Strong commitment to the mission of Save the Redwoods League; interest in conservation, education, ecology, or natural resource management
- 5+ years grant/proposal writing experience in a non-profit or academic setting, with record of success in generating significant commitments from corporations and foundations
- Outstanding written and oral presentation skills, with the ability to organize and synthesize complex scientific and technical information succinctly
- Demonstrated aptitude for initiating and building relationships with prospective corporate and foundation donors

- Knowledge of corporate and foundation fundraising strategies and techniques and the methods/procedures for obtaining information about the giving programs of these funders
- Demonstrated self-starter, able to work independently as well as in a team, with a track record of collaborating successfully with program staff in a complex environment
- Highly organized with excellent project management skills, including the ability to establish and monitor priorities, maintain flexibility, and meet deadlines in a fast-paced setting
- Proficient user of Microsoft Office software (including Word, Excel, Outlook, PowerPoint) and donor databases, preferably Raiser's Edge

Working Conditions:

- Periodic travel within California; must have valid driver's license and safe driving record
- Work an occasional weekend and evening
- Regularly sit at a desk or computer workstation; occasionally lift, carry, and move objects weighing up to 30 pounds
- Hike on forest land; walk on uneven ground, climb over obstacles, access remote locations

To Apply:

Email your resume, cover letter, and salary history and expectations to: Jobs@SaveTheRedwoods.org. Please put "**Corporate and Foundation Relations Manager**" in the subject line.

We are busy saving and restoring redwood forests, so we appreciate it if you don't call the office.

Thank you!

Save the Redwoods League is an Equal Opportunity Employer