Institutional Giving Coordinator

Organizational Overview:

Fairmount Park Conservancy brings parks to life. We work with the City of Philadelphia and its communities to steward our parks and nurture our shared environment, cultural resources, and public health. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park, six other watershed parks and more than 130 neighborhood parks and gardens around the city.

Position Overview:

An important new position on the Fairmount Park Conservancy’s Development team, the Institutional Giving Coordinator will be responsible for developing and submitting proposals and reports, researching new funding prospects, and communicating with current and potential institutional donors. Working closely with the Associate Director of Institutional Giving, this role will share responsibility for maintaining and expanding a portfolio of more than 50 corporate, foundation, and government donors in support of the Conservancy’s work and an annual operating budget of more than $10 million. The ideal candidate will have excellent writing, editing, communication, and organizational skills, and must be able to manage multiple deadlines and function effectively in a dynamic environment both independently and as a collaborative team member. This position will report to the Associate Director of Institutional Giving but will work closely with the entire Development department and often with all departments at Fairmount Park Conservancy.

Responsibilities:

- Complete funding requests from start to finish, including conducting prospect research, meeting with relevant staff to articulate project scopes and budgets, and writing, editing, and submitting applications and proposals.
- Help manage the Conservancy’s grants calendar, which includes more than 75 applications, proposals, reports, and other supporting grant-related materials and requirements on an annual basis.
- Develop case statements, promotional materials, presentations and other written pieces in support of the organization and its signature projects and programs.
- Support research and development efforts related to current trends and best practices in park development, management and stewardship that will enable the Conservancy to respond effectively to current and future funding opportunities.
- Represent the Conservancy in communication and meetings with institutional funders and partner organizations.
- Varied development-related tasks as assigned by the Associate Director of Institutional Giving and Senior Director of Development.
- Ability and willingness to work occasional nights and weekends, including a presence at Conservancy events.
Qualifications & Competencies:

- Bachelor’s degree or equivalent combination of education and experience
- Minimum 1-2 years of experience in development/fundraising roles required
- Strong writing and editing skills
- Ability to set priorities, plan, and manage multiple projects simultaneously with meticulous attention to detail
- Ability to work independently and as part of a team in a fast-paced, deadline-driven environment
- Strong research, analytic, and organizational skills with sensitivity to confidential information
- Excellent interpersonal and communication skills
- Proficiency in Microsoft Office
- Knowledge of Raiser’s Edge preferred but not required
- Interest in and commitment to the mission of the Fairmount Park Conservancy

Compensation:

The salary for this position is $45,000 - $50,000. Additionally, Fairmount Park Conservancy offers a generous benefits package including health, dental, and vision, as well as life, disability, and retirement.

Anti-Discrimination Policy:

The Fairmount Park Conservancy does not discriminate based on ethnicity, race, gender, or sexual orientation and encourages all qualified individuals to apply.

COVID-19 Vaccination Requirement:

All employees at the Fairmount Park Conservancy must be fully vaccinated against COVID-19. Successful applicants will be required to show proof of vaccination. Reasonable accommodations will be considered for those with qualifying medical or religious exemptions.

To Apply:

Thank you for your interest in the Fairmount Park Conservancy. Please prepare a formal letter of interest, resume, and three work-related references as either PDF or Word documents and submit at https://app.smartsheet.com/b/form/d250369117dd488baa22a899d5c26268.

Please no phone calls or mailed applications. Submissions will be reviewed on a rolling basis. Application deadline is Friday March 25, 2022.