

Manager of Corporate and Foundation Relations

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| Direct Manager: | Chief Development Officer | | |
| Department/Group: | Advancement | Job Category: | Exempt Permanent Full-time |
| Location: | Boylston, MA/flexible | Travel Required: | Occasional, local |
| Salary or Rate Range: | \$55,000-\$66,500 | Apply at: | https://nebg.isolvedhire.com/jobs/ |
| Date posted: | September 23, 2024 | Posting Expires: | When filled |

New England Botanic Garden at Tower Hill, PO Box 598, Boylston MA 01505 508-869-6111

New England Botanic Garden at Tower Hill believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. New England Botanic Garden is an equal opportunity employer.

NEBG at Tower Hill does not require its staff to be vaccinated for Covid-19, but we urge everyone to receive an updated dose as they become available to protect themselves and each other.

The Manager is expected to fulfill the responsibilities of the job in ways that support NEBG at Tower Hill's mission and its commitment to creating a diverse and welcoming organization. This includes:

- Being welcoming to all staff and the public
- Be respectful of staff differences and preferences.
- Use gender neutral communication styles.
- Respect everyone's pronouns.
- Attend IDEA workshops and training sessions.
- Make efforts to support a diverse work force.
- Develop and support a culture within the department that recognizes and supports NEBG's IDEA initiatives (Inclusivity, Diversity, Equity and Accessibility).

Position Overview

The Manager of Corporate and Foundation Relations is responsible for managing the relationships with corporations and foundations for New England Botanic Garden at Tower Hill. The Manager works in concert with the Chief Development Officer, members of the Advancement staff, and other key stakeholders to communicate the mission and strengthen the financial foundation of the Garden.

Manager of Corporate and Foundation Relations

Responsibilities

- Contribute to the organization's financial stability and ability to deliver on its mission by meeting budget goals for restricted and unrestricted grants as well as corporate support.
- Develop and steward relationships with local businesses and large corporations for year-round event sponsorships-
- Build relationships with new corporate and foundation funders and strengthen existing relationships with loyal funders which result in ongoing support for operations and special projects.
- Manage the development of proposals for grant funders (public, private, state, and corporate), including writing proposal content, compiling, and developing supporting materials, including program budgets.
- As part of the stewardship process, create impact reports for funders and serve as point of contact throughout the grant management cycle.
- Manage the grant schedule, coordinate input from key stakeholders, and ensure adherence to deadlines for submissions and reports. With the help of mission partners, collect and collate qualitative and quantitative data for funder reports.
- Communicate and collaborate with key internal and external stakeholders to match programs and initiatives with potential funding opportunities.
- Communicate with grant making entities, donors, and prospects to pursue leads, gather feedback, respond to queries, and report on progress.
- Identify and research new grant and corporate support opportunities using a variety of channels and grant prospecting tools.
- Set agenda and lead monthly grant meeting with internal stakeholders.
- Lead the development of presentation materials for meetings with foundation and corporate funders.
- Support other Advancement department initiatives.
- Participate in the development of departmental budgets and workplans.
- Other projects or tasks, as assigned.

Education and Experience

- Bachelor's Degree preferred or an equivalent combination of education and experience.
- Demonstrated grant writing experience in the non-profit sector.
- Demonstrated familiarity with major grant funders in Massachusetts, New England, and beyond, especially those with a history of supporting the arts and culture, horticulture, and environmental education.
- Experience with Massachusetts Cultural Council and IMLS a plus.
- A communication style which is clear and persuasive, including written communications, editing and presentation skills.
- Project management and organizational skills, which include tracking deadlines, managing a project team to provide necessary data and accurate and consistent attention to detail.
- Demonstrated ability to participate and when necessary to lead in a team-based environment which is focused on results.
- Knowledge of best practices and trends in non-profit fundraising, particularly foundation and corporate giving.
- Proficiency with standard productivity software, such as Microsoft Teams, Excel, and PowerPoint.
- Experience in using and managing data in a CRM preferred. Knowledge of Instrumentl is a plus.

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Summary Statement

The ideal candidate:

- Recognizes and take opportunities to use initiative.
- Can analyze funding needs, gather data, and submit a request for support.
- Maintains a discreet and confidential approach to data and donor information.
- Can read nuanced situations and manage relationships.
- Able to work without close supervision.
- Able to prioritize multiple tasks and establish and meet deadlines.
- Continually builds technical and organizational knowledge associated with job objectives.

Physical Demands / Working Conditions:

- Must be able to work with appropriate computer and communications equipment.

Safety

- Works with an awareness of surroundings and vigilant to any possible threat to the safety of staff and the public, or to NEBG property. Ensures all concerns are reported promptly.
- Reports all accidents and injuries immediately to an immediate supervisor and/or Chief Financial & Operations Officer, or designee.
- Complies with provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.