



Institutional Giving Manager

THE OPPORTUNITY

Justice Outside advances racial justice and equity in the outdoor and environmental movement. We shift resources to, build power with, and center the voices and leadership of Black, Indigenous, and People of Color because the health of current and future generations demands it. Justice Outside has long worked to remove barriers that have historically prevented communities of color from accessing meaningful experiences in nature and professional experience in the outdoor sector. We know that participating in outdoor programming offers those who have been most impacted by racial injustice a powerful source of healing and growth.

Reporting to the Director of Development and working closely with the Chief Advancement Officer, the Development team, and Justice Outside staff. The new Institutional Giving Manager will support fundraising activities related to foundation, corporation, and government grants, and will build strong relationships with a portfolio of those donors. The majority of the Institutional Giving Manager's time will be focused on identifying, soliciting, and stewarding Justice Outside's corporate and foundation donors. They will operate as a frontline fundraiser and project manager, as well as shepherd the foundation pipeline from prospects, to relationships, to compliance and reporting, in support of Justice Outside's mission and programs. Successful candidates in this role will be detail-oriented with strong problem solving skills, strong writing skills, and the ability to work naturally in a team environment. You will join a collaborative team of self-motivated leaders who value equity, cultural relevancy, and inclusion as building blocks for effective work. We rely on creativity, flexibility, technology, listening, critical thinking, and humor to bring out the best in each other and our training participants, and we offer multiple opportunities for professional growth.

KEY RESPONSIBILITIES

In a shared responsibility with the Chief Advancement Officer, the Institutional Giving Manager will:

- Manage and implement strategies and tactics for raising funds to support our work through grant-making and corporate philanthropy prospects
- Manage a portfolio of at least \$300,000, comprised of foundation, corporate, and potentially government donors
- Identify, cultivate and steward new institutional funders
- Lead grants management of a select portfolio of funders, including prospect research, cultivation, writing, editing, submission and stewardship
- Steward relationships with existing foundation partners, securing and coordinating pertinent information and meetings, and developing effective relationships with potential supporters
- Coordinate and conduct meetings via in person and/or virtually with donors, prospects, and key



constituents

- Collaborate effectively with Program and Communications staff in the preparation and presentation of the organization in prospect relationships, stewardship activities, and proposal development, management, and reporting.
- Organize, track and manage how prospects and donors are moving through the fundraising cycle in the donor database (Blackbaud RE/NXT), including processing gifts, thank yous, grants, and new donor records, ensuring all information entered into the database is accurate in accordance with Justice Outside policies and procedures
- Provide assistance with writing, editing, and proofreading of LOIs, grants, and assist with drafting grant reports and collecting program impact data as needed to support our foundation relationships
- Provide informational data to Development Leadership to be used in fundraising updates given to the Board

QUALIFICATIONS

Our ideal candidate brings the following qualifications, competencies, and values:

- 3 years of full-time fundraising experience in at least two of the following areas: grant writing, proposal development, grant management, corporate sponsorships, prospect research
- Ability to successfully engage, cultivate, and steward long-term partnerships that will ensure the philanthropic success of Justice Outside
- Experience building authentic relationships with institutional donors
- Excellent interpersonal skills and ability to effectively represent Justice Outside
- Strong verbal and written communication skills
- Experience and competence with donor software (ex.Blackbaud software desired) and proficiency with Microsoft Office & Google Suites
- Ambitious and organized problem-solver with a strong attention to detail and follow through
- Ability to collect, track, manage, and prioritize effectively and in a timely manner while working on multiple projects
- Self-starter with the ability to get up to speed quickly and work effectively with little direction or supervision
- Demonstrated ability to work independently and in a small, but growing team environment with a broad range of individuals and organizations with diverse interests and backgrounds
- A passion and an appreciation for advancing racial justice and equity in the outdoors and environmental movement, including an understanding of the positive benefits of nature-based activities
- Willingness to try new things, such as participating in quarterly team-building activities



WORK LOCATION/ENVIRONMENT

- This is a full-time, Monday through Friday, salaried position. Candidates located in the San Francisco Bay Area are preferred, however open to remote for the right candidate. Our office headquarters are located in downtown Oakland, CA.
- Employees are currently working in a hybrid work environment that supports both remote and in-person. When working remotely, employees must maintain phone and internet services to be able to complete work as required.
- Expected 5%-10% U.S. travel

Disclaimer

The above job description is not intended to be an all-inclusive list of duties and standards of the position. The Institutional Giving Manager may be assigned additional duties in support of development.

COMPENSATION AND BENEFITS

Pay: \$65,000 - \$70,000

Compensation is commensurate with experience. Benefits include: generous vacation, paid health and dental premiums, a supportive team culture, and an annual stipend for individual professional development activities. Candidates also have the opportunity to join an employer-sponsored retirement plan.

Justice Outside is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

HOW TO APPLY

Interested candidates are invited to submit a cover letter and resume via email to: developmentmanager@justiceoutside.org.