

POSITION DESCRIPTION

<u>POSITION TITLE:</u>	FOUNDATIONS RELATIONSHIPS MANAGER
<u>DEPARTMENT:</u>	DEVELOPMENT
<u>LOCATION:</u>	WASHINGTON, DC
<u>SUPERVISOR:</u>	MAJOR GIFTS MANAGER
<u>BENCHMARK:</u>	SPECIALIST MANAGER

SUMMARY DESCRIPTION:

Responsible for meeting annual foundation revenue goals, for identifying, cultivating and soliciting foundation prospects and for insuring proper reporting and stewardship of gifts. This position will be an integral part of the Development Department. In addition, this position manages the gifts and grant-making process for Greenpeace, Inc. , a 501 c(4) organization and Greenpeace Fund, Inc., a 501 c(3) organization.

RESPONSIBILITIES:

- Develop, write and implement annual foundation fund-raising and budget plan in conjunction with Major Gifts Manager.
- Identify, cultivate and solicit prospective funders as part of foundation portfolio.
- Supervise and evaluate the Foundations Relations Officer who is charged with the preparation of certain grant proposals, as well internal administrative grant procedures.
- Develop with senior staff, major gift team and appropriate program staff, introductions and relationships with current and prospective funders through visits, phone cultivation, events, targeted mail and online communications.
- Continually assess the potential of Greenpeace's programs to attract foundation support.
- Analyze foundation giving – especially to environmental, conservation, and animal welfare organizations - through fund-raising journals, annual reports, and personal contact, to identify grant possibilities.
- Provide senior staff, major gifts team and select program staff with briefings on individual foundations, for meetings and retreats (ie, Environmental Grantmaker Association), as well as strategies for cultivating specific foundation officers.
- Prepare grant proposals consistent with Greenpeace's needs and funder guidelines, and maintain an on-going database calendar of foundation meetings and deadlines to track proposals, reports and follow-up activities.
- Work with the Finance Department to carefully track restricted and unrestricted grants to assure timely expenditures and to determine carry-over funds that are to be applied to the next fiscal year budget.
- Disseminate information on grants awarded through quarterly Board reports and other communications.
- Implement procedures and guidelines to insure effective campaign program staff involvement in the drafting of proposals and timely stewardship reports to foundation funders.
- Prepare regular reports for the Development Director on the status of grants received, denied, and in process, and on letters of inquiry and any site visits completed.

- Monitor the updating of Team Approach database containing foundation files.

QUALIFICATIONS:

Education:

- College degree.

Skills:

- Ability to work well as a member of the development team
- Attention to detail
- Strong organizational skills
- Strong oral and written communication skills
- Problem solving
- Exceptional editing and proofreading skills
- Familiarity and comfort with budgeting and rudimentary financial analysis

EXPERIENCE/ACCOMPLISHMENTS:

- Ten years as a Foundations Officer in an environmental non-profit organization
- Experience working with 501 c(3) and 501 c(4) non-profit relationships
- Experience writing foundation proposals and reports
- Experience working closely with foundation officers, trustees and major donors.
- Experience managing a wide range of foundation relationships, including family foundations and other giving entities.
- Knowledge of and experience with the universe of environmental grant-makers preferred.

CONTACT:

Julia Silbergeld
Greenpeace USA
Director of Staff Training, Support, and Development
resumes@wdc.greenpeace.org