



**EDIBLE  
SCHOOLYARD  
NYC**

**JOB DESCRIPTION**

**Institutional Giving Manager (Full-Time), Edible Schoolyard NYC**

**LOCATION:** Brooklyn, NY

**ABOUT THE ORGANIZATION:**

Edible Schoolyard NYC's mission is to support edible education for every child in New York City. We partner with New York City public schools to cultivate healthy students and communities through hands-on cooking and gardening education, transforming children's relationship with food. Inspired by the philosophy and model of Edible Schoolyard Berkeley and its founder, acclaimed restaurateur and food activist Alice Waters, Edible Schoolyard NYC was founded in 2010 to serve the specific needs of students in historically underserved public schools.

If you are passionate about food and making a difference, this is the place for you. While edible education is our core focus, we connect to the food world in many different ways. We work with top chefs and restaurants on partnerships which support our work, and collaborate with diverse brands to increase awareness of our mission. Many of our staff are passionate foodies and cooks, and we enjoy swapping recipes and food whenever possible. We are guided by six core values: 1. Passion and dedication 2. Community 3. Learning and discovery 4. Wellness 5. Collaboration 6. Equity.

**JOB SUMMARY:**

We are hiring for an Institutional Giving Manager to join our small but mighty development team. We are looking for an exceptional communicator with strong relationship building and organizational skills. Primary responsibilities include: research, identifying and cultivating new funding prospects; writing and submitting proposals and cases of support for foundations, corporations and government entities; managing relationships with funders; and grant reporting and management. This is a growing area of the ESYNYC development portfolio and represents an opportunity to build and grow institutional support. The position reports to the Vice President of Growth Strategy & Development, and is part of a five-person development team.

**RESPONSIBILITIES**

Responsibilities include but are not limited to:

- Work with VP of Development and Executive Director to develop Institutional funding strategy (includes Foundation, Corporate and Government portfolios).
- Oversee Foundation, Government, and Corporate Grants pipeline with a deadline-driven calendar of grant deadlines and activities.
- Lead grant proposal process, working with program staff, development team, and grantor to determine best project fit.
- Draft, revise and submit grant/funder proposals, pitch decks, letters of inquiry, and grant reports, including preparing budgets and financial information and compiling collateral materials.
- Initiate and prioritize institutional funder research activity. Analyze and make decisions about funding levels, formulate and implement a rating system for likely prospects and reach foundations/corporations/government entities and maintain prospect pipeline.
- Manage prospective and current funder relationships, ensuring all funder relationships/grant officers are informed about our work on an ongoing basis and feel connected to our organization (includes coordination of meetings, site-visits, email updates and calls beyond standard reporting).
- Maintain institutional donor and prospect history and files, and input data into contact management systems where needed.



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- Work with program team to develop solid understanding and stay up to date on program initiatives and activities in order to best plan for grant proposals and funder updates.
- Craft compelling cases for funding both from within and beyond our current community in all written correspondence and outreach.
- Work with VP of Development to inform Board, senior staff, and other key stakeholders of portfolio progress, including reports for Board and Committee meetings.

**QUALIFICATIONS**

- 3-5 years experience in grant writing, corporate funding, development, project management, analytical writing, or related field.
- Bachelor's degree required.
- Keen interest in and connection to Edible Schoolyard NYC's mission and values.
- Excellent written and oral communications.
- Excellent interpersonal skills, to collaborate with other departments, donors and supporters.
- Highly organized and able to prioritize tasks
- Ability to think strategically, analytically and creatively.
- Ability to work independently, juggle multiple assignments, and manage simultaneous deadlines.
- Eagerness to learn and grow with expanding organization.
- Systems-oriented, working knowledge of Microsoft Office and Google Drive; knowledge of Salesforce and Adobe Creative Suite preferred.
- A personable, positive, and professional demeanor.
- Ability to understand and create budgets.
- Willing to work extended hours to meet deadlines as needed.
- Willingness to work some evenings and weekends to participate in donor events, as required.

**COMPENSATION:**

Competitive salary commensurate with experience; benefits package, and generous vacation policy. Professional development opportunities are supported when feasible. This is a full-time exempt position.

**TO APPLY:**

To apply, please send a resume, cover letter, and a writing sample to [jobs@esync.org](mailto:jobs@esync.org) with your name and Institutional Giving Manager in the subject line.

Edible Schoolyard NYC is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.