



**EDIBLE
SCHOOLYARD
NYC**

JOB DESCRIPTION

**Institutional Giving Manager, Edible Schoolyard NYC
Development & External Affairs Team**

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. Our programming leads to meaningful and lasting change by promoting healthy students and school communities, social and emotional learning, academic enrichment, leadership development, and family and community engagement. In the 2019-20 school year, we served nearly 4,000 NYC public school students at our direct service sites in Brooklyn, Upper Manhattan and the Bronx and over 600 educators through professional development, who in turn reached thousands more students.

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 skills, persuasive writing skills, and excellent organizational skills to act as the primary foundation and corporate grants writer and portfolio manager for the organization. Primary responsibilities include: manage institutional giving portfolio (\$750K-\$1M) and relationships with funders; research, identify and cultivate new funding prospects; write and submit proposals and cases of support for foundations, corporations and government entities; and grant reporting and management. This is a growing area of our development portfolio and represents an opportunity to build and grow institutional support. The position reports to the Vice President of Development and External Affairs, and works closely with the Executive Director and colleagues across all functional teams.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Work with Executive Director and VP of Development & External Affairs to develop and manage institutional funding strategy (includes Foundation, Corporate and Government portfolios).
- Manage Foundation, Government, and Corporate Grants pipeline and portfolio (\$750K-\$1M) with a deadline-driven and partnership-centric approach.
- Manage grant proposal process, working with program staff, development team, and grantor to determine best project fit and draft compelling cases for funding.



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- Draft, revise and submit proposals, pitch decks, letters of inquiry, and grant reports, including preparing budgets and financial information in collaboration with the Senior Manager, Finance & Operations and compiling collateral materials.
- Work with the VP to grow the institutional giving portfolio. Initiate and prioritize institutional funder research activity. Analyze fit, funding levels, and likelihood; manage prospect pipeline, and work with VP to develop and execute cultivation strategy.
- 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).
- Manage relationships with offices of local elected officials and track advocacy opportunities.
- Maintain institutional donor and prospect history, files, and data. Manage deadlines and overall grant management process and activities.
- Work with program team to develop solid understanding of and stay up to date on program initiatives and activities in order to best plan for grant proposals and funder updates.
- Support writing and development of other communications and donor outreach content, in collaboration with other team members.
- Work with VP of Development to prepare reports for Board, senior staff, and other key stakeholders of portfolio progress, including reports for Board and Committee meetings.
- Serve on internal committees, such as the advocacy council, as appropriate.

QUALIFICATIONS

- Keen interest in and connection to Edible Schoolyard NYC's mission and values.
- 2-5 years experience in grant writing, corporate funding, development, communications, project management, analytical writing, or related field.
- Bachelor's degree required.
- Flexibility and ability to respond to a changing fundraising landscape.
- Excellent written and oral communications including persuasive writing, editing, and storytelling skills.
- Exceptional attention to detail and a strong copy editor.
- Team player with excellent interpersonal skills to collaborate with other departments, donors and supporters.
- Highly organized and ability to prioritize multitude of tasks with tight deadlines.
- Strong project management skills.
- Ability to think strategically, analytically and creatively.
- Ability to work independently, juggle multiple assignments, and manage simultaneous deadlines.
- Eagerness to learn and grow with the organization.
- Systems-oriented, working knowledge of Microsoft Office and Google Drive; knowledge of Salesforce (or other CRMs or donor database tools) and Adobe Creative Suite preferred.
- A personable, positive, and professional demeanor.
- Willing to work extended hours to meet deadlines as needed.
- Willingness to work some evenings and weekends to participate in donor events, as required.



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COMPENSATION:

Competitive salary commensurate with experience; benefits package, and generous vacation policy. This is a full-time exempt position.

TO APPLY:

To apply, please send a resume and cover letter to jobs@esynyc.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.