

JOB DESCRIPTION

Edible Schoolyard NYC

Institutional Giving Manager

Development & External Affairs Team

ABOUT THE ORGANIZATION:

Edible Schoolyard NYC (ESYNYC) believes that all New York City students deserve access to an edible education — hands-on gardening and cooking classes as well as family and community engagement activities - that connect students to food, their communities and inspire them to create change in the world around them. We do this by partnering with NYC public schools to lead classes with their students and school community; supporting educators to implement food education in their classrooms; and advocating for long-term, sustainable changes for a better future for New York City. In the 2021-22 school year, we served 3,500 NYC public school students at our direct service sites in Brooklyn, Upper Manhattan and the Bronx and over 200 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. As an organization, we are guided by core values of Community, Equity, Stewardship, and Adaptability.

JOB SUMMARY:

Edible Schoolyard NYC (ESYNYC) is hiring an Institutional Giving Manager to join our external affairs team. This position acts as the primary foundation and corporate portfolio manager and will have strong project management and organizational skills, the ability to cultivate and build relationships internally and externally, and be an exceptional communicator with persuasive writing skills. Primary responsibilities include: manage institutional giving portfolio (\$1-1.5M) and relationships with funders; research, identify and cultivate new funding prospects; write and submit proposals and cases for support; 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 the VP of Development & External Affairs to develop and manage ESYNYC's institutional funding strategy and grow this stream over time (includes foundation and corporate portfolios).
- Manage foundation and corporate pipeline and portfolio (\$1-1.5M) with a partnership-centric, deadline-driven and moves management approach.
- Manage grant proposal process, working with program staff, development team, and grantor to determine best project fit and draft compelling cases for funding.

- Draft, revise and submit compelling proposals, pitch decks, letters of inquiry, and grant reports, including preparing budgets and financial information in collaboration with the Operations & Finance Manager.
- Work with the VP, Development & External Affairs and Executive Director 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).
- 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.
- Work with corporate funders and program team to coordinate volunteer workdays during the growing season. This includes scheduling, preparing volunteers to be on-site, and on-site coordination on the day-of.
- Support writing and development of other communications and donor outreach content, in collaboration with other team members.
- Support VP of Development in preparing reports for Board, senior staff, and other key stakeholders of portfolio progress, including reports for Board and Committee meetings.
- Serve on internal committees as appropriate.

QUALIFICATIONS

- Strong alignment to Edible Schoolyard NYC's mission and values.
- 2-5 years of relevant experience in grant writing, earned income, corporate funding, development, communications, analytical writing, or related field required.
- Post-secondary degree such as Bachelor's or Associate's degree preferred.
- 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, including ability to coordinate among teams towards deadlines.
- 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/donor database tools) and Adobe Creative Suite preferred.
- A personable, positive, and professional demeanor.
- Willing to work extended hours to meet deadlines as needed, as well as work some evenings and weekends to participate in donor events as needed. (Note: ESYNYC has a comp time policy.)

COMPENSATION:

The salary range for this role is \$62,000 - \$69,000 with generous benefits. 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.