



Institutional Giving Manager

The Schuylkill Center for Environmental Education, a leading environmental education nonprofit in the Philadelphia region, seeks a passionate and energetic fundraising professional to connect with foundation and corporate partners to elevate and expand the Center's critical work. In this deadline-driven role, the Manager is expected to proactively seek opportunities to generate proposals based on corporate and foundation interests that will result in funding for the Center's immediate and long-term goals.

This is a full-time, hybrid-eligible, salaried position with a full range of benefits, including vacation, health, dental, and retirement. The position reports to the Director of Development.

Duties and Responsibilities

- Complete funding requests from start to finish, including conducting prospect research, meeting with relevant staff to articulate project scopes and budgets, and writing, editing, and submitting applications and proposals.
- Help manage the Center's annual grants calendar, which includes more than 80 applications, proposals, reports, and other supporting grant-related materials and requirements.
- Manage the annual Educational Improvement Tax Credit Program (EITC), including application and reporting.
- Implement and grow the Center's Corporate Giving and Matching Gift Programs.
- Develop case statements, promotional materials, presentations, and other written pieces supporting the Center's signature projects and programs.
- Collaborate and support other departments in gathering program data and constituent testimonials to develop key messages and storytelling to enhance the Center's brand and support fundraising efforts.
- Support research and development efforts related to current trends and best practices in environmental education, wildlife rehabilitation, and other relevant topics to respond effectively to current and future funding opportunities.
- Represent the Center in communication and meetings with institutional funders and partner organizations.
- Help advance a Culture of Philanthropy across the organization and Board of Trustees.
- Varied development-related tasks as assigned by the Director of Development.
- Ability and willingness to work occasional nights and weekends, including a presence at periodic Center events.

Expected Competencies and Qualifications

- Bachelor's degree or equivalent combination of education and experience
- At least two years of nonprofit fundraising experience
- Ability to manage multiple projects and work independently in a fast-paced, deadline-driven environment

- Strong writing and editing skills, excellent communication skills, and a proven ability to write grant proposals in a persuasive and digestible manner
- Strong research, analytic, and organizational skills with sensitivity to confidential information
- Proficiency in Google Workspace and Microsoft Office
- Knowledge of Salesforce is preferred but not required
- Interest in and commitment to the mission of the Schuylkill Center
- Availability for occasional weekend and evening events

COVID-19 Vaccination Requirement

All Schuylkill Center employees must be fully vaccinated against COVID-19, including a recent booster. Successful applicants will be required to show proof of vaccination. Reasonable accommodations will be considered for those with qualifying medical or religious exemptions.

Compensation

This is a full-time salaried position with a full range of benefits, including vacation, health, dental, vision, and retirement. The salary range is \$45,000 to \$48,000, commensurate with experience.

To Apply

Please email your resume and cover letter (as a PDF) to Casey Darnley, Director of Development, at casey@schuylkillcenter.org. Please, no phone calls or mailed applications. Applications will be reviewed on a rolling basis. The application period closes on April 21, 2023.

The Schuylkill Center is an Equal Opportunity employer and provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.