

# **New Orleans City Park**

## **Full-time Job Vacancy Notice:**

### **Grants and Development Manager**



New Orleans City Park is seeking a **Grants and Development Manager**. The Grants and Development Manager is responsible for working with the Chief Development Officer and Major Gifts and Planned Giving Officer for planning, coordinating, and managing all aspects of fund development for New Orleans City Park. The Grants and Development Manager provides leadership on generating revenue through grants and annual giving programs. In addition, this position assists in the coordination of annual event sponsorships.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Has a passion and commitment to New Orleans City Park's goals and mission.
- Collaborates with the CDO and CEO on achieving current revenue targets and expense budgets with direct accountability for goals set forth in the annual budget and strategic plan.
- Leads, coordinates, and manages the grant application process from identification to final reporting on a local, state, and federal levels
- Researches and seeks new opportunities for grant applications and analyzes them to identify likely funding sources for specific projects and programs while ensuring compliance with grant obligations, restrictions, and all reporting requirements
- Compiles, writes, and edits all grant applications exhibiting strong writing skills and a high-level command of grammar and spelling in accordance with each grant-making organization's preference
- Manages the process of supplying progress reports when required by a grant making organization that has funded a project or programs
- Acquires, maintains, and coordinates with the appropriate City Park staff member and CDO to garner sound knowledge and understanding of the organization to better comprehend all projects and programs, including budgetary needs, for which grants will be sought and make recommendations on grants to seek.
- Coordinates with the Major Gifts and Planned Giving Officer, and City Park Special Events Department on sponsorships for annual fundraising events and oversees accurate records of event lists i.e. patron lists, sponsor lists and invitation lists and post-event reporting, which includes related income, expenses, and effectiveness with regard to the development effort.
- Maintains fundraising records and documents, and ensure compliance with federal, state, and local laws and regulations with respect to gifts and donations.
- Develops, expands, and administers, in coordination with the Development Associate, annual giving and operating revenue programs, such as the Oak Tree Circle, direct mail appeals, bench sponsorships and tree sponsorships.
- Provides development progress reports to CDO as required.
- Develops and maintains a calendar and timeline for annual event solicitations, appeals, and donor outreach
- Oversees management of the park's Raiser's Edge database.
- Works with the CDO, Major Gifts and Planned Giving Officer, and Development Committee, on identifying new development programs, donor cultivation, financial growth, and increased sponsorship commitments.
- Supports all initiatives, including educational programs, publications, marketing materials and communications that might touch on fundraising, now or in the future.
- Builds relationships with prospective donors, key volunteers, participants, sponsors and community leaders as well as existing and new corporate partners.

## **EDUCATION and/or EXPERIENCE**

### **Required Qualifications:**

- A bachelor's degree with at least 5 years of experience in the field, preferably in the non-profit sector
- Excellent computer skills with all Microsoft Office programs, Lotus notes, and Blackbaud Raiser's Edge 7 database.
- Knowledge of fundraising information sources, familiar with a variety of the field's concepts, practices, strategies, procedures, and research techniques for fundraising prospect research.
- Experience and proven track record with proposal writing and institutional donors.
- Ability to meet deadlines and respond to multiple demands concurrently with excellent attention to detail, accuracy, and quality, while leading and coordinating the work of others.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Excellent interpersonal and leadership skills, ability to work easily and effectively with a wide range of people including major donors, board members, fellow staff members, as well as corporate, foundation, and other nonprofit representatives.
- Sensitivity and respect for the privacy and rights of donors in all communications.

### **Desired Qualifications:**

- Experience with budget development and monitoring.
- Proven aptitude for strategic planning, marketing, and donor relations/stewardship, in a collaborative manner with board and staff.

\*To apply please email your resume, cover letter, and three references to [hr@nocp.org](mailto:hr@nocp.org). For questions about this position, you may contact the City Park Human Resources department at 504-483-9388.