



Save Mount Diablo

201 N. Civic Drive, Suite 190, Walnut Creek, CA 94596

Job Description: Institutional Giving Manager

Summary

Founded in 1971, Save Mount Diablo (SMD), a 501(c)(3) tax-exempt, nonprofit organization, with its headquarters in Walnut Creek, California, is a nationally accredited land trust that works to preserve Mount Diablo's peaks, surrounding foothills, watersheds, and its sustaining Diablo Range through land acquisition and preservation strategies designed to protect the mountain's natural beauty, biological diversity, and historic and agricultural heritage; enhance our area's quality of life; and provide educational and recreational opportunities consistent with protection of natural resources.

Save Mount Diablo is looking to hire an Institutional Giving Manager, reporting to the Development Director, who will manage all institutional giving to the organization including building relationships with key institutional partners; managing a successful portfolio of funders; and overseeing the full grant lifecycle, including researching, writing, and submitting proposals to foundations, corporations, and government agencies.

This is a full-time, exempt position that reports to the Development Director.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Prepare, write, and edit compelling letters of inquiry (LOIs), proposals, and reports to institutional funders/donors.
- Research, identify, and qualify new foundation and corporate prospects to grow the funding portfolio.
- Cultivate relationships with program officers, manage funder correspondence, and facilitate site and field visits.
- Maintain an annual schedule of grant deadlines, deliverables, and renewals.
- Collaborate with finance and program teams to create budgets, gather data, and ensure compliance with grant requirements.
- Design program strategies with management for complex, higher-end funding proposals.
- Oversee a grant portfolio ranging from \$300,000 to \$5 million plus.



- Build partnerships with key funders that leverage a full suite of funding opportunities including grants, sponsorships, employer match programs, and employer-related volunteer engagement.
- As part of the development team, assist with a variety of collaborative and individual projects necessary to meet the overall organizational goals and objectives.
- Demonstrates professionalism in representing Save Mount Diablo with external audiences.

The ideal candidate will have the following experience and qualifications:

- Proven track record in securing government grants at the local, state, and federal level.
- Exceptional written and verbal communication skills; ability to translate complex programs into compelling narratives.
- Strong project management skills; attention to detail for tracking and adhering to deadlines.
- Experience building corporate partnerships, including overseeing corporate volunteer events, such as workdays, leveraging matching gift programs, and securing both grant and sponsorship funding.
- Self-starter with strong work ethic; comfortable working collaboratively and independently.
- Proven ability to build relationships externally with funders and internally with staff.
- Ability to manage multiple projects and capacity to perform well in a fast-paced environment.
- Knowledge of institutional giving best practices as well as emerging issues and trends.
- Familiarity and experience using any of the following software is a plus: Microsoft Office Suite, Blackbaud Raisers Edge NXT (CRM), Airtable (project management), and Instrumentl (grant research).
- Proven ability to produce data and fiscal analysis as needed for proposal writing and reporting purposes.
- Highly organized, detail oriented, and skilled with record keeping.
- Strong team player who is positive and supportive of team members.
- Passion for Save Mount Diablo's conservation mission and values.

Education and/or experience:

- Bachelor's degree preferred
- 3 to 5+ years in nonprofit development, specifically with grant writing and institutional



fundraising, preferred.

Essential requirements:

- Ability to work evenings and weekends on occasion
- Daily access to a motor vehicle
- Possess a valid California driver's license, current auto insurance, and a clean driving record

Physical demands:

The employee is frequently required to sit. The employee is occasionally required to stand and must occasionally lift and/or move up to 25 pounds. Employee must be able to travel to external meetings and provide occasional physical setup and breakdown of meetings/events. Employee must also be able to hike, occasionally in steep and/or rugged terrain and in inclement weather.

Salary: Starting salary range of \$71,000 to \$75,000, dependent upon experience

Benefits include: Health, dental, vision, 403(b) retirement plan

To apply:

- Email a cover letter and resume to jobs@savemountdiablo.org
- Please title the email "Institutional Giving Manager"