

TITLE: Institutional Giving Manager

EMPLOYMENT TYPE: Full time staff

LOCALITY: Brooklyn, NY, preferred, remote possible

DEPARTMENT: Development

SUPERVISING MANAGER: Suzanne Pelletier

Organizational overview

For over 30 years, Rainforest Foundation US (RFUS) has worked to address climate change and safeguard biodiversity by promoting the rights of indigenous peoples and supporting their efforts to protect and defend their rainforests. Science shows that forests managed by indigenous peoples are healthier, suffer less deforestation, capture more carbon, and contain more biodiversity than forests managed by private or public entities—including nationally protected areas. What's more, scientists tell us that protecting forests is as important as reducing greenhouse emissions if we hope to stem the tide of ecological collapse.

RFUS works in partnership with indigenous communities and their representative organizations to protect tropical rainforests by supporting their efforts to secure rights to their lands, strengthen monitoring and land security, influence laws and policies that protect their resources, and build strong and sustainable community leadership. By investing directly in indigenous communities, RFUS connects the people rooted in the land with the tools, training, and resources to be effective advocates and protectors of the forests they call home. RFUS currently operates four country programs in Brazil, Guyana, Panama and Peru, and hosts a number of regional partnerships in Central America, the Amazon Basin and across the tropical belt.

Position overview

Rainforest Foundation US (RFUS) is recruiting a full-time Institutional Giving Manager to join its growing and dynamic fundraising team. This position will primarily help mobilize funding from foundations, corporations and governments in support of the organization's long-term strategy that delivers solutions to the world's most urgent challenges, including the climate crisis, biodiversity loss, and sustainable development for local, forest-based communities.

The Institutional Giving Manager will drive the expansion of our institutional development program. The Institutional Giving Manager is responsible for identifying new prospective donors, establishing and maintaining relationships with RFUS's institutional funders and working closely with RFUS programs and communications staff to draft and submit funding proposals and reports. The Institutional Giving Manager will steward prospects and existing donors to ensure RFUS's fiscal strength, increase the organization's visibility, and demonstrate the impact of programs.

The ideal candidate will have experience growing and managing a diverse portfolio of funders and grants in line with strategic organizational priorities, and a demonstrated capability in forming strong relationships with funders and partners.

The position is best suited for an experienced and dynamic fundraiser with exceptional writing and verbal skills and a passion for building and stewarding relationships. The ideal candidate will have at least five years experience in the field and is eager to join a high growth organization at a critical time for the protection of the planet's tropical forests. It is also a great opportunity to be an integral part of a growing development team. The Institutional Giving Manager joins a 5 person development team and reports to the Executive Director.

Responsibilities



- Oversee prospecting, stewardship, and expansion of organization's private and corporate foundation constituency base
- Direct and facilitate a timely and efficient proposal writing process, pooling all available resources
- Work creatively and collaboratively with program managers to develop compelling cases for funding
- Work closely with program staff to produce interim and final reports to institutional funders
- Ensure that grants are acknowledged in a timely and accurate manner
- Collaborate with relevant staff and consultants to create fundraising collateral materials
- Work closely with RFUS Development Operations staff to maintain complete and organized internal files for all corporate and foundation donors, prospects, and grants
- Track and report on institutional giving goals and progress
- Other duties as assigned

Requirements

- Minimum 5 to 7 years fundraising experience, with a proven record of successful fundraising results in the institutional giving arena
- Impeccable writing skills, with a specific emphasis on grant writing and/or experience with creating compelling and persuasive proposals
- Excellent communication skills, both written and verbal
- Exemplary organizational skills, with the ability to manage multiple tasks and competing priorities
- Ability to exercise judgement and discretion when handling sensitive and confidential information
- Strong proficiency with Microsoft Office and a complex CRM (Virtuous preferred)
- Experience with program budgeting and an understanding of financial statements
- A proven track record of working well with others, adapting to others' work styles, and professional interactions with co-workers and/or vendors
- Strong listening skills, giving full attention to what other people are saying or asking, taking time to understand the points being made, and asking questions when appropriate
- Knowledge of, or strong interest in learning about the issues relevant to the organization's mission and strategy (forest protection, indigenous peoples rights, climate change)

Language

- Full professional proficiency in English is required

Compensation

Compensation for this position is commensurate with experience. Full time employees (40+ hours a week) are entitled to full health, vision, and dental insurance as well as 20 days per year of vacation leave, closed offices from Christmas to New Year's Day (inclusive) plus the 10 additional federal holidays. Beyond this, employees are entitled to 10 days per year of sick leave, 2 days per year of personal days, 3 days for bereavement leave per event, up to 12 weeks of parental leave, and accommodations for additional time off under extraordinary circumstances. For this role, nights or weekends will not be expected except possibly during work-related travel, in which case compensatory time will be accrued.

Workplace culture

Rainforest Foundation US prides itself on providing a flexible, equitable, family-friendly and inclusive work environment that values work-life balance. Our offices are pet friendly and located in an historic downtown Brooklyn neighborhood that is easily accessible by public transit and boasts a wide range of restaurants and services. Since the pandemic, employees can come into the office as they wish or negotiate with their supervisors to work from home or remotely.

Application instructions

Interested applicants are advised to carefully study the job description and reflect in the cover letter how your work and experience helps you meet the requirements and skills we are looking for. Applications will not be considered without the submission of a cover letter and a resume. Providing a link to a portfolio of past work is an advantage.

Please send full application to jobs@rffny.org using subject line: "POSITION TITLE – YOUR NAME"

Any position-related questions may also be directed to this email address. Please note that the position will be listed as open until filled. Interested candidates are encouraged to apply early. Only those candidates that are short-listed for interviews will be contacted.

Other information

The candidate must possess the legal requirements to work in the United States; Rainforest Foundation US will not sponsor visas for international candidates.

Black, indigenous and people of color are encouraged to apply.

Rainforest Foundation US does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Rainforest Foundation US is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.