



## **Job Description: Manager of Institutional Giving**

### **About Riverlife:**

Since 1999, Riverlife has worked to create, activate, and celebrate Pittsburgh's riverfronts. A nonprofit leader in building a community vision for Pittsburgh's riverfronts, Riverlife has overseen a \$132 million investment in the city's waterfront transformation, catalyzing \$4.2 billion in related economic development, arts and culture, and ecological sustainability on or adjacent to the city's riverbanks. We center our work on the belief that the riverfronts belong to everyone, and world-class riverfront experiences can be created for all using community-driven, equitable development and high-quality, regenerative design. Learn more at [RiverlifePGH.org](http://RiverlifePGH.org).

### **Job Description:**

The Manager of Institutional Giving is an integral part of Riverlife's External Affairs department. The position oversees a diverse portfolio of corporate, foundation, and public funders. This position manages the existing grants calendar and consistently pursues new philanthropic funding opportunities. The position is responsible for producing high-quality and timely grant proposals, LOIs, reports, and other materials that demonstrate Riverlife's work and meet ambitious revenue goals.

### **Key Responsibilities and Qualifications include:**

#### **Grant Management**

- Manage the annual cycle of foundation, corporate, and public grant LOIs, proposals, and reports
- Manage the identification, cultivation, and solicitation of corporation, foundation, and government sources for support of Riverlife's operations and special projects
- Serve as the liaison between the external affairs department and finance and project staff, helping to refine goals and objectives, track progress of and prepare reports for grant-funded initiatives, and ensure all grant obligations are fulfilled
- Work directly with the Director of Planning and Projects and Director of Development to identify, research, prepare, and submit requests to government agencies
- Assist Director of Development with institutional stewardship plan development and execution, ensuring regular communication and progress reporting
- Schedule and attend meetings with appropriate decision makers when applicable

#### **Corporate Giving**

- Oversee identification, cultivation, and solicitation for all corporate event sponsors of Party at the Pier, Riverlife's annual fundraising gala
- Manage portfolio of current and prospective corporate sponsors for other special events, projects, and programs
- Create and deliver proposal presentations for potential funding partners
- Manage Waterfront Development Tax Credit program, overseeing portfolio of participating corporations and submitting appropriate proposals, reports, and other required

documentation to companies and the PA Department of Community & Economic Development (DCED)

### **Administration and Operations**

- Assists the President and CEO with speech writing, talking points, and other presentations as needed
- Attends required staff, committee and board meetings; assists with the taking of minutes, preparing of reports, and setting of agendas
- Assists with annual fundraising budget preparation and goal-setting
- Supports maintenance of donor information in Salesforce to track funder relationships, relevant deadlines, and uphold data integrity
- Maintain organizational files, records, and databases
- Supports additional fundraising projects as assigned
- Assists other staff members with day-to-day office administration
- Other related duties as assigned

### **Education, Experience & Abilities:**

- 5 or more years of experience in nonprofit fundraising
- Strong technical and grant writing skills
- Demonstrated success in garnering and managing grant funding
- Demonstrated interest in Riverlife's mission
- Excellent interpersonal skills and the ability to establish and maintain relationships with a broad and diverse constituency
- Strong organizational skills with a keen attention to detail.
- Demonstrated analytic, conceptual, planning and implementation skills
- Ability to communicate effectively and professionally, both verbally and in writing
- Ability to manage multiple projects and disciplines simultaneously
- Positive and professional attitude; strong work ethic
- Ability to work independently and collaboratively in a small, non-profit environment
- Flexibility to attend meetings and work events on evenings and weekends as needed, and to travel occasionally for work-related meetings, trainings and conferences.
- Proficiency with Microsoft Office, Google Suite, and CRM database management
- Experience with Adobe Creative Suite and WordPress a plus

### **Salary & Benefits:**

This is a full-time exempt position and reports to the Director of Development. The salary range is \$62,400 - \$67,600. Riverlife offers comprehensive employee benefits, including medical, dental, and vision insurance for staff and family members, retirement plan contribution, and generous paid time off.

Riverlife is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.

### **How to apply:**

Send a cover letter and resume to [jobs@riverlifepgh.org](mailto:jobs@riverlifepgh.org). Applications accepted on a rolling basis until the position is filled. We ask that applicants complete this voluntary, anonymous demographics survey to help us improve our efforts to recruit, hire, retain, and support a diverse workforce:

<https://forms.gle/JEHQCAWEkChczixWA>