



FISH & WILDLIFE FOUNDATION OF FLORIDA

POSITION DESCRIPTION

POSITION TITLE:	Director of Institutional Giving
FLSA STATUS:	Exempt
SUPERVISOR:	President & Chief Executive Officer Fish and Wildlife Foundation of Florida
LOCATION:	Tampa/St. Petersburg or Tallahassee FL preferred, but negotiable
DATE PREPARED:	June 30, 2019

The Director of Institutional Giving oversees the nonprofit Fish & Wildlife Foundation of Florida's fundraising from foundations and major corporations and corporate foundations in helping the Foundation achieve its current annual \$4 million+ revenue goal. S/he identifies institutional funding opportunities; oversees institutional prospect research; develops, writes and prepares funding proposals, letters of inquiry, applications, and reports; and tracks application and report deadlines and pledges. The Director works closely with Foundation colleagues, the Foundation Board of Directors, FWC staff and other partners in carrying out these duties. S/he will help cultivate and steward institutional funders and may help with other prospective public or private funders as needed, including working closely with the Major Gifts and Events Manager on corporate support for the Foundation's major fundraising events.

The Director of Institutional Giving reports to the President & CEO and assists the CEO and Chief Financial Officer in compiling the operating and program budgets each year, projecting funding sources, timelines and available dollars for Foundation initiatives and programs. This position is also responsible for compliance and reporting for all grants and related contracts.

Duties also include

- Administering federal, state and private award documents, including applications, proposals, budgets, reports, correspondence, and pledge notices.
- Generating original proposal narrative; writing and submitting reports to institutional funders.
- Assisting the CEO with the development of case statements per program, as well as an overarching organizational case for support.
- Effectively tracking all active institutional grants and contracts, working with relevant staff and partners to ensure timely and appropriate expenditure of awards received.
- Entering data into the Foundation's philanthropy database and tracking reports as required.
- Producing progress reports for management and Board review.
- Assisting as necessary with preparations and follow through for the annual independent audit.



FISH & WILDLIFE FOUNDATION OF FLORIDA

Required Knowledge & Skills

- A bachelor's degree and at least three years of workplace experience, ideally in a nonprofit, media or educational setting. Experience in conservation, science or grant writing a plus.
- A strong track record as a nonfiction writer or editor, with the ability to write quickly and compellingly about conservation and science to an educated lay audience. Experience writing case statements, proposals, and collateral material preferred.
- Grants management experience preferred.
- Exemplary interpersonal skills and emotional intelligence, with the ability to work well with a wide variety of people and organizations and inspire staff members, donors and partners toward our mission.
- Excellent organizational and time-management skills in order to coordinate many projects simultaneously, including setting and communicating realistic deadlines and overseeing a schedule and colleagues in and outside of the Foundation to meet funders' requirements.
- Discretion and ability to handle confidential information with great sensitivity.
- Excellent reasoning abilities and sound judgment.
- Proficient in Microsoft Word and Excel; working knowledge of donor software systems a plus.
- Superb verbal and presentation proficiency; as well as effective planning, organization, time management, and multi-tasking skills.
- A can-do attitude and a tolerant, friendly personality with a sense of humor are essential.
- High standards for integrity and quality of work.

Working Conditions & Physical Effort:

- Work requires only minor physical exertion and/or physical strain.
- Willingness to travel (current expectation is 20% travel) and occasionally on short notice, generally within Florida, though meeting with prospective institutional donors will sometimes require out-of-state travel.

Please submit resume and cover letter to Andrew Walker at
awalker@wildlifeflorida.org.

THE FISH & WILDLIFE FOUNDATION OF FLORIDA IS AN EQUAL OPPORTUNITY EMPLOYER.

