



## **We're Hiring!**

### **Director, Institutional Giving**

**Location of Position:** Marin Headlands, Sausalito, California

**Reports to:** Senior Director of Development

**Position Classification & Expected Hours of Work, and Travel:**

This is a full-time, salaried, exempt position.

- This is a hybrid position, with 2-3 days on site, and 2-3 days at home.
- Days and hours of work may vary according to the needs of The Marine Mammal Center.
- Evening and weekend work may be required as job duties demand.
- Some local and national travel may be required as job duties demand.

**Compensation Range:** \$110,000 - \$135,000 annual salary

**Benefits: Full Benefits:**

- Holidays
- Sick Time
- Vacation
- Medical, Dental, and Vision
- Life Insurance
- Long-Term Disability Insurance
- 401k Retirement Plan
- Employee Assistance Program

**Job Summary**

The Director, Institutional Giving leads organizational efforts to secure new and increased government, foundation, and corporate funding for The Marine Mammal Center's strategic priorities and manages all aspects of the Center's institutional giving program and systems. Collaborates with leaders across the organization to build and maintain relationships with funding agencies to understand and solicit support for strategic initiatives. Monitors and produces required reporting for projects and grants, engages with staff in the development and production of research and other proposals, and supports the Development team in formal communications to major donors. In collaboration with the development team and the organization, continually builds a culture of philanthropy.

**Essential Functions**

Development Strategy: 20%

- Develops and executes a management plan for sustaining and growing funding from government agencies, corporations, and foundations.
- Meets or exceeds annually established fundraising, relationship development, and stewardship goals to support strategic priorities by driving institutional giving activity and managing team to clear goals and performance metrics.
- Grows funding base through strategic prospect identification, research (including viability and probability assessments) and cultivation for new funding opportunities and works collaboratively with key staff members to identify, cultivate, secure support from, and maintain regular follow up with existing and new funders.
- Communicates pipeline progress and status to goal consistently to critical stakeholders.

#### Fundraising: 60%

- Manages all aspects of the Center's institutional relationship-building systems while maintaining its reputation as an excellent partner and grantee of the highest integrity.
- Strengthens the integration and coordination of various departments by developing positive relationships and fluid internal communications. Builds and maintains strong relationships across the Center to nurture a culture of philanthropy and cross-team collaboration to contribute to the success of institutional giving.
- Ensures successful grant solicitations, ensures accurate and informative reporting, and builds strong long-term relationships with funders with a goal of increasing average size of grant awards.
- Develops and crafts engaging and well-presented proposals and reports, in strong alignment with funder interests and the Center's organizational goals, strategic objectives and priorities.
- Ensures high-quality work, and that all external communications are carefully proofread and edited for accuracy, completeness, and clarity.
- Leads ongoing strategic partnership development through preparation and/or editing strong solicitation proposals, reports, and other communications.
- Maintains and increases levels of support from current funders while bringing new funders into the fold to support project and/or ongoing work.
- Conducts prospect research and manages a pipeline of prospects.
- Develops and strengthens institutional donor and prospect relationships through meetings, site visits/tours, photo opportunities, phone calls, email, and other correspondence and stewardship activities.
- Deepens and expands existing relationships with institutional funders through developing, enacting, and evaluating strategic relationship engagement plans that utilize the internal resources of the organization and lead to successful cultivation, solicitation, and stewardship.
- Creates opportunities for funders to deepen their knowledge of the Center by arranging visits to program sites and facilitating conversations with key staff leaders as appropriate.
- Researches, identifies, and engages new institutional funders to build a greater base of financial support for the organization.

- Engages in relationship development with new and existing institutional donors.

#### Leadership/Management: 15%

- Hires and oversees the work of staff; trains and mentors staff members, assigns duties, and monitors adherence to policies, protocols, and regulations. Provides a nurturing, fun, and team-oriented work environment.
- Meets with staff to identify and resolve problems; performs personnel actions, such as approving timesheets and evaluating performance.
- Provides leadership in strengthening internal communications within the team and staff at all levels of the organization; create and promote a positive and supportive work environment.
- Manages and participates in the budget development; directs the forecast of additional funds needed for staffing equipment, materials, and supplies; approves and directs the monitoring of institutional giving team expenditures.
- Continuously monitors and evaluates the efficiency and effectiveness of methods and procedures; identifies opportunities for improvement and reviews with higher level management; directs the implementation of improvements.
- Supports and prioritizes the Center's DEI objectives and integrates into the overall Institutional Giving program.

#### Organizational Impact: 3%

- Actively serves on organizational-wide leadership committee/s.

#### Other Duties as Assigned: 2%

- Perform special projects and research as assigned.
- Perform other duties as assigned.

#### **Supervisory Responsibility**

1 – Grant Manager

1 – Institutional Giving Manager

1 – Development Specialist

#### **Knowledge, Skills, and Abilities**

- Advanced knowledge of grant writing principles and best practices, especially for large, complex government proposals.
- Deep knowledge of tools used for researching government and other funding sources.
- High experience conducting extensive prospect research.
- Extensive knowledge of local, regional, and national funding landscape and how to engage potential funders.
- Adherence to the Association of Fundraising Professionals (AFP) code and the Grant Professionals Association of ethical standards.

- Knowledge of project design, planning, implementation, and management principles and practices and ability to manage multiple, simultaneous projects and deadlines while maintaining a high level of accuracy.
- Excellent analytical, problem-solving, time-management, and organizational skills.
- Ability to glean and understand complex information, edit, and rewrite information in a clear and direct style while preserving intricacies of content.
- Ability to develop a deep understanding of a range of scientific and conservation topics and explain them clearly.
- Excellent verbal and writing communication skills, including the ability to adapt styles for various audience and purposes.
- Exercise problem-solving, prioritization of competing demands, and initiative regularly, while providing an excellent experience for both internal and external customers.
- Technical knowledge:
  - Experience with fundraising and constituent database programs.
  - Experience with digital communication platforms or equivalent.
  - Skills operating Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, SharePoint, Access).
  - Experience with Adobe Acrobat.
  - Experience with web-based collaboration platforms, project management tools, and Donor wealth screening software.
- Communicate and interact effectively with people across cultures, ethnic groups, and identities.
- Practice self-awareness and respect while engaging with people of diverse backgrounds.
- Willingness to support and participate in The Marine Mammal Center's diversity, equity, and inclusion programs.

### **Qualifications and Experience**

This position requires a combination of education and/or experience equivalent to a bachelor's degree in communications, environmental science, or related field; and 10 years of relevant nonprofit development, public grants, or related field.

- Valid driver license with acceptable motor vehicle record to maintain standards of insurability.
- Proof of COVID-19 Vaccination or waiver (medical or religious)

### **Work Environment & Physical Requirements**

- This position operates in a professional office, laboratory, and hospital environment both indoors and outdoors with access to other parts of the facilities via outdoor pathways.
- Routinely uses standard office equipment requiring repetitive motion in tasks.
- Ability to work at a desk for extended periods using a computer.
- Ability to move up to 25 pounds occasionally.
- Limited exposure to allergens and zoonotic diseases.
- May involves smells associated with animals and the care of animals.

## **OUR COMMITMENT TO DIVERSITY**

The Marine Mammal Center actively engages individuals from all backgrounds. We are committed to embracing diversity within our organization because we firmly believe that diverse employee teams help us to achieve our best organizational outcomes and provide the most effective support to the communities we serve. We are deeply dedicated to creating and maintaining an inclusive, equitable and supportive work environment. We strongly encourage people from underrepresented groups to apply. The Marine Mammal Center believes in growth and supporting our employees as best we can so they can become their best selves in and outside of work. We believe that a healthy work environment means building an inclusive culture where people can thrive together and feel supported and empowered. We believe in stretch versus constraint.

## **OUR MISSION**

The Marine Mammal Center advances global conservation through marine mammal rescue and rehabilitation, scientific research, and education.

## **ABOUT THE MARINE MAMMAL CENTER**

The Marine Mammal Center is leading the field in ocean conservation through marine mammal rescue, veterinary medicine, science, and education.

**For more information, please visit our “About Us” page at [www.marinemammalcenter.org](http://www.marinemammalcenter.org)**

**To Apply:** Please submit a cover letter and resume and provide a brief description about how your experience aligns with the role.

Note that applications without a cover letter will not be considered.

In your cover letter, please feel free to note which pronouns you use (For example – she/her/hers, he/him/his, they/them/theirs, etc).

We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer and non-binary people, veterans, parents, and individuals with disabilities to apply. The Center is an equal opportunity employer and welcomes everyone to our team. If you need reasonable accommodation at any point in the application or interview process, please let us know.

**[Application Link HERE](#)**