

## EAST BAY REGIONAL PARK DISTRICT

### **FOUNDATION PROGRAM MANAGER**

#### **GENERAL FUNCTION**

Under general direction of the Assistant General Manager of Public Affairs and the Regional Parks Foundation Board, manages the day to day operations of the Foundation to ensure support of the East Bay Regional Park District's mission through fundraising that provides broader public access, resource protection and enhancement, educational and recreational programming, and the acquisition of parklands. Also serves as the Foundation's principle administrator to ensure compliance with federal, state, and local regulations.

#### **ESSENTIAL FUNCTIONS**

Responsibilities include planning, coordinating, implementing, evaluating, and managing all Regional Parks Foundation fundraising activities. Acts as the liaison between the Foundation Board and the East Bay Regional Park District Board; schedules, coordinates and prepares agenda for Foundation Board Committee meetings; oversees preparation of the annual budget and other necessary financial documents; provides information and justifications for Board of Directors in its budgetary review and approval process; establishes rigorous accountability standard for grant and budget tracking; manages all fund development activities including grant writing, cultivation and stewardship of donors, event planning, and identification of new resources; maintains a diverse donor base of individuals, businesses, foundations and governmental agencies. Researches potential matches of District and Foundation programs with outside sources of support; prepares proposals to seek private support and follows up to track progress. Establishes and maintains relationships and collaborative arrangements with donors, community groups, funders, politicians, and other organizations to help achieve the goals of the Foundation. Tracks and monitors gifts to ensure they are held and expended according to donor wishes and the authorizations of the District and Foundation Board. Provides ongoing support of programs including membership, environmental education, special populations, and parks express. Plans and organizes estate planning seminars to raise awareness for the Foundation. Prepares periodic financial reports and supervises the audit of the Regional Parks Foundation. Staffs sub-committees of the Board, as assigned. Supervises three or more support employees and contractors as needed, performing the full range of supervisory functions i.e., selection, direction, performance management, employee and labor relations and assures workplace safety. Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Education: A Bachelor's Degree from an accredited college or university in business administration, marketing, public relations or a related field; and
- Experience: Four years of technical experience in fund development, grants administration, marketing and public relations, to engage stakeholders, funders, business partners, media and communities. Two of the four years must include supervisory experience.
- Substitution: A Master's Degree in business administration, marketing, public relations or a closely related field may be accepted as an equivalent to a maximum of one of the four years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles of philanthropy and fundraising for non-profit organizations, including financial and accounting principles. Skilled at fund development, including identifying resource requirements, establishing strategies to approach funders, and administering fundraising records and documentation. Ability to raise the visibility of the organization through successful marketing including expansion of the membership base. Ability to work independently. Must have knowledge of supervisory principles and practice and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California State driver's license is a condition of initial and continued employment.

REPORTS TO: Assistant General Manager of Public Affairs