



## **Blue Water Baltimore Seeks Institutional Giving Manager**

This position is responsible for relationship support and funding lifecycle management with all institutional funders including government grant makers, public and private foundations and corporate sponsors. The Institutional Giving Manager supports the Development Director and programmatic leadership in identifying and securing program funding through grants and sponsorships and maintains internal systems for grant and sponsorship prospecting, proposal, reporting and stewardship. This position requires excellent writing and editing skills, the ability to maintain impeccable records, and strong personal time management and organization tools.

Blue Water Baltimore's mission is to restore the quality of Baltimore's rivers, streams and Harbor to foster a healthy environment, a strong economy, and thriving communities. Blue Water Baltimore is 501(c)(3) nonprofit organization that accomplishes a wide range of work and partners with diverse organizations and community stakeholders to reach its restoration, greening, and advocacy goals.

Our team is small, close-knit, and committed to the wellbeing and happiness of one another. Our workplace is flexible, casual, and fun. As an organization and individually, we are committed to creating an inclusive environment. Read more at [www.BlueWaterBaltimore.org](http://www.BlueWaterBaltimore.org).

### **Responsibilities**

#### **Grant Writing and Management**

- Serve as the primary author on all grant proposals, requests, and reports to foundations, collaborating with program staff for content.
- Manage the grant submission process, including collection and synthesis of data, completion of proposals, tracking, reporting, and corresponding with foundation and corporate donors.
- Develop and maintain an annual schedule of letters of inquiry, proposals, and reports, tracking outcomes and updating the database on a regular basis.
- Build and sustain a pipeline of prospective funders by researching and identifying new grant prospects.
- Provide support in strategic planning around funding alignment, upgrades from current donors and increasing multi-year grants.
- Assist the Development Director and program leadership in engaging current and potential institutional donors.

#### **Corporate Relationship Management**

- Collaborate with Development Director on corporate engagement and sponsorship strategy to support annual fundraising goals.
- Develop corporate engagement and giving proposals for potential sponsors.
- Serve as primary point of contact for corporations in scheduling, coordinating, and reporting on volunteer engagement and other events.

BLUE WATER BALTIMORE  
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### **Minimum Qualifications**

- 3 years' development experience in 2 or more of the following areas: grant writing, proposal development, grant management, corporate sponsorships, prospect research
- Demonstrated ability to communicate effectively, both written and verbally
- Demonstrated experience with Salesforce or a similar CRM database
- Excellent attention to detail and organizational skills
- Ability to work with diverse constituents, both internally and externally
- Commitment to improving equity, inclusion, and representation of diverse communities in the environmental sector
- Ability to work on multiple tasks in a fast-paced environment; ability to prioritize work assignments taking both individual initiative and recognizing the need for additional guidance when appropriate.
- Strong interpersonal skills; ability to work with a diverse cross section of people.
- Ability to work some nights and occasional weekends.
- Proficiency with Google Suite/Microsoft Office, including Word, Excel and PowerPoint or comparable programs

### **Preferred Experience**

- Demonstrated interest in environmental/ecological issues relevant to clean water.
- Familiarity and/or experience with national and local environmental funders
- Knowledge of Baltimore area funders

### **Salary Range**

\$50,000 - \$55,000 annually.

### **Benefits**

Blue Water Baltimore offers a comprehensive benefits package that includes paid vacation, personal, holiday, and sick time; health, vision, and dental insurance; and a tax-deferred retirement plan.

### **How to Apply**

- Please complete Blue Water Baltimore's [brief online application](#).
- Please also submit a cover letter and resume to [employment@bluewaterbaltimore.org](mailto:employment@bluewaterbaltimore.org)
- Please include "Institutional Giving Manager" in the subject line.
- Please, no phone calls.

Blue Water Baltimore is an equal opportunity employer, a drug free workplace, and compliant with ADA regulations as applicable.

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