



## JOB DESCRIPTION

*The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.*

**Title:** Foundation Relations Manager

**Department:** Development

**Reports to:** Associate Director, Corporate Relations

**Status:** Full-Time, Year-Round

**Location:** Santa Monica Office, occasional trips to Camp located in Lake Hughes, CA

**Updated Date:** 11/19/2021

**Summary:** The Foundation Relations Manager oversees all cultivation, solicitation, reporting, and stewardship of independent foundations.

**Essential Duties and Responsibilities** include, but are not limited to, the following. Other duties may be assigned.

- Identify prospective independent foundation funders for grants and strategic partnerships.
- Cultivate and steward relationships with prospective and current funders for a portfolio about 150+ independent foundations.
- Coordinate with appropriate staff to create grant proposals, budgets, and reports for specific programs, capital expenditures/projects, and general operating support.
- Create and update annual boilerplate proposals and budgets for proposals.
- Oversee management of Restricted Gifts programs and projects spreadsheet and set appropriate meetings to review creation and status.
- Manage annual independent foundations grant calendar, monthly projections, Raiser's Edge database records, monitor deadlines, and submit required reports, metrics, and updates.
- Manage yearly update and review of Partner webpage for foundation and corporate partners of \$20k+.
- Coordinate the evaluation and monitoring of grant-funded programs and policies, as well as assist staff in maintaining data, budgets, and project timelines.
- Co-manage camper demographic data collection with Camp Director and Camper Admissions Manager for use in grant requests.
- Co-manage camper evaluation outcomes project and formulate plan to use data in grant requests and eventually in formal report with Associate Director, Corporate Relations.

- Oversee acknowledgement, donor recognition, and stewardship of all independent foundation funders.
- Represent The Painted Turtle at Foundation-related events (Board meetings, Delta Zeta Sorority speaking engagements), site visits, and possible Foundation employee engagement opportunities.
- Provide independent foundation support for capital campaign through research, strategy, proposals, and meetings.
- Responsible for annual Foundation revenue of \$800,000+.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Broad knowledge of the principles of fundraising and 1-2 years proven successful experience in grant writing and budgeting
- Knowledge of independent foundation giving
- Highly energetic professional interested in and dedicated to promoting the organization through developing excellent relationships with staff, funders, and volunteers
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies
- A demonstrated record of completing assignments
- Excellent oral, written and interpersonal skills
- Strong problem solving, research and analytical skills
- Team-oriented style with track record of respecting co-workers and volunteers and dealing with conflict effectively
- Must be self-motivated, self-starting, sophisticated, creative, and have strong attention to detail
- Flexibility to work some evenings and weekends

### **Education/Experience:**

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Project Management:** Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.
- **Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Listens and requests clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication:** Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

- **Adaptability:** Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Planning/Organizing:** Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Strategic Thinking:** Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Adapts strategy to changing conditions.
- **Innovation:** Displays original thinking and creativity; Meets challenges with resourcefulness; Develops innovative approaches and ideas; Presents ideas and information in a manner that attracts others' attention.
- **Motivation:** Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
- **Professionalism:** Reacts well under pressure.

#### **Supervisory Responsibilities:**

None

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk.

#### **OUR CORE VALUES:** Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

#### **Salary commensurate with experience**

**To apply:** Please submit a resume and cover letter to Human Resources at HR@thepaintedturtle.org.

Please visit The Painted Turtle's website at [www.thepaintedturtle.org](http://www.thepaintedturtle.org).