

HISTORIC OAKLAND FOUNDATION

Grants & Development Manager



Historic Oakland Foundation (HOF) is a 501(c)3 nonprofit founded in 1976 as the “friends of” group for Oakland Cemetery. Our mission is to partner with the City of Atlanta to preserve, restore, enhance, and share Oakland Cemetery with the public as an important resource and an island of tranquility in the heart of the city. Oakland Cemetery is a garden oasis, historical repository, cultural resource, leader in restoration, and a southern cultural entity. Learn more at: www.oaklandcemetery.com

HOF is accepting applications for the role of **Grants & Development Manager**. This position works with the Senior Director of Development to manage and expand HOF’s base of support, specifically with grants and supporting membership administration. The Grants & Development Manager will lead our grant funding cycle which includes creating a comprehensive grant calendar for the year, while remaining nimble in order to take advantage of special funding opportunities as they arise. Additionally, this role will support the growth of HOF’s membership program by providing administrative support with mailings, event tabling and other membership engagements that arise. An important member of the Development Department, the person in this role will be responsible for helping HOF meet revenue goals and identify opportunities for continued advancement as it works to deliver significant impact on its mission to preserve, restore, enhance, and share Oakland Cemetery in partnership with the City of Atlanta.

Role and Accountabilities:

- Develop and execute an annual grants plan, with targeted strategies for acquisition, retention, and increased support from funders in order to meet annual budget
- Craft compelling letters of intent, grant proposals, and donor reports; manage a portfolio of foundation grants, including meeting reporting requirements and communicating with funder, as necessary
- Work with the Sr. Director of Development to conceive, set, implement, and evaluate strategies that grow HOF’s base of support
- Manage production of and generate copy for development collateral materials
- Coordinate donor mailings for fundraising campaigns and special events, including the year end campaign
- In partnership with the Sr. Director of Development, Executive Director, and Board plan and execute foundation cultivation and stewardship engagements
- Working with the Executive Director and all HOF staff to expand and diversify HOF’s community presence and audience, programmatic offerings, and revenue streams;
- Conduct all work through the lens of elevating diversity, equity, inclusion, and access (DEIA), and play a central role in guiding the organization through a sustained period of organizational change whereby DEIA becomes the default lens through which all organizational attitudes and actions are conducted;

HISTORIC OAKLAND FOUNDATION

Grants & Development Manager

Education and Experience:

- Bachelor's degree in related field required.
- A minimum of 3 years of working in grant writing/development with a non-profit organization desired.

Knowledge, Skills, and Abilities:

Required:

- Exceptional verbal and written communication
- Customer service mindset
- Strong interpersonal skills and ability to work with a diverse group of professionals
- Ability to work within a complex institution with all levels of leadership, staff, volunteers, members, and donors
- Flexible, works well under pressure and deadlines
- Curious, motivated, and self-directed
- Strong administrative and organizational skills
- Experience with database programs, especially Salesforce
- Proficiency in Microsoft Office programs—Excel, Word, PowerPoint and Outlook
- Self-starter with demonstrated improvement of administrative processes, ability to multi-task and meet deadlines
- Must be available to work additional evening and weekend hours at special events and programs

Desired:

- Experience with Square or other point-of-sale systems
- Familiarity with Veeva, Mailchimp, Apsona, Instrumentl, DonorSearch, Click & Pledge, and Eventbrite platforms
- Knowledge of Oakland's history, events, etc.

HOF staff will be working in a hybrid mode until late 2024, so the person in this role must be able to work from home and be available for on-site meetings, as needed. Employees may occasionally lift boxes and equipment up to 25 pounds.

To Apply:

Interested applicants should email their letter of interest and resume to careers@oaklandcemetery.com.

Position Classification:

This position is full-time. Salary is \$50,000-60,000 annualized, commensurate with experience.

Additional Information:

The statements contained in this position description are not necessarily all-inclusive, additional duties and responsibilities may be assigned and requirements may vary from time to time.

Professional business references and a background check will be required for all final applicants selected for a position. In accepting a position, it is understood that continued employment is contingent upon a satisfactory background check. A satisfactory background check is the absence of a criminal record which bears a demonstrable relationship to the applicant/employee's suitability to perform the required duties and responsibilities of the position.

HISTORIC OAKLAND FOUNDATION

Grants & Development Manager

Historic Oakland Foundation is committed to providing equal employment opportunity to all applicants and employees in full compliance with all state, federal, and local laws prohibiting discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, age, disability, or any other status protected by applicable law.

Historic Oakland Foundation is not currently accepting resumes from agencies for this position.