Tower Hill Botanic Garden believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. Tower Hill is an equal opportunity employer.

Position Overview
The Manager of Corporate and Foundation Relations is responsible for managing the relationships with corporations and foundations for Tower Hill. The Manager works in concert with the Chief Development Officer, members of the Advancement staff, and other key stakeholders to communicate the mission and strengthen the financial foundation of Tower Hill Botanic Garden.

Specific Responsibilities:
- Contribute to the organization’s financial stability and ability to deliver on its mission by securing grants and corporate support for general operations or restricted for use for events, programs, and initiatives.
- Develop relationships with local businesses and large corporations for year-round event sponsorships and employee engagement programs.
- Secure capital gifts to support the Growing Boldly capital campaign or deferred maintenance, including the development of cultivation, solicitation, and stewardship collateral.
- Build meaningful relationships with new corporate and foundation funders and strengthen relationships with loyal funders.
- Manage the development of proposals for grant funders (public, private, state, and corporate), including writing proposal content, compiling, and developing supporting materials, including program budgets.
- Manage the grant schedule, coordinate input from key stakeholders, and ensure adherence to deadlines for submissions and reports. Manage inputs and deliverables from all team members to ensure high quality materials are developed.
- Communicate and collaborate with key internal and external stakeholders to match programs and initiatives with potential funding opportunities.
- Communicate with grant making entities, donors, and prospects to pursue leads, gather feedback, respond to queries, and report on progress.
Manager of Corporate and Foundation Relations

- Identify and research new grant and corporate support opportunities.
- Work with internal stakeholders (Communications, Education, and Horticulture) to enhance and communicate Tower Hill’s core messaging and to generate background information and illustrative impact reports for foundation and corporate funders.
- Lead the development of presentation materials for meetings with foundation and corporate funders.
- Support other Advancement department initiatives.
- Participate in the development of departmental budgets and workplans.
- Other projects or tasks, as assigned.

**Education, Experience, and Skills**

- Bachelor’s Degree preferred.
- Professional grant writing experience in the non-profit sector.
- Familiarity with major grant funders in Massachusetts, New England, and beyond, especially those with a history of supporting the arts and culture, horticulture, and environmental education.
- Experience with Massachusetts Cultural Council and IMLS a plus.
- Excellent communication, persuasive writing, editing, and presentation skills.
- Strong project management and organizational skills, and excellent attention to detail.
- Demonstrated ability to excel in a team-based environment.
- Knowledge of best practices and trends in non-profit fundraising, particularly foundation and corporate giving.
- Proficiency with standard productivity software, such as Microsoft Teams, Excel, and PowerPoint.
- Experience in using and managing data a CRM preferred.

The Manager of Philanthropic Engagement’s position is salaried and exempt from overtime.

**Physical Demands / Working Conditions:**

- Must be able to bend, squat, kneel, stand, and walk for extended periods of time and to navigate uneven grounds and stairs evenly.

*Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.*

**Summary Statement**

The ideal candidate is:

- An initiative-taking analytical person.
- Highly professional, discreet, and of good judgment.
- A skilled communicator, able to read nuanced situations and manage relationships.
- Initiative-taking and able to work without close supervision.
- Able to prioritize multiple tasks and establish and meet deadlines.
- Continually builds technical and professional knowledge associated with job objectives.

In addition to being an Equal Opportunity Employer, Tower Hill Botanic Garden fosters an inclusive workplace that values each member of our team. We aspire to reflect and serve our visitors as well as the communities of

Rev 11/30/21
All Tower Hill employees must be fully vaccinated (verification required) or be approved by Tower Hill as exempt for medical or religious reasons. If the employee receives this accommodation, they must be tested weekly at a site of their choosing and provide a negative PCR test result to Tower Hill. Currently all employees are required to wear masks while on the property. A booster is required 7 months after 2nd Moderna or Pfizer Vaccine or 90 after Johnson and Johnson vaccine.