Director of Institutional Giving

Miami, FL · Hybrid/Remote considered

About BTT

Bonefish & Tarpon Trust (BTT) is the science-based conservation organization dedicated to conserving bonefish, tarpon, and permit — the species, their habitats, and the larger flats fisheries they comprise — across the southeastern United States, the Gulf of Mexico, and the Caribbean. BTT pursues this mission through original research, habitat and water-quality advocacy, and education programs that engage anglers, guides, and coastal communities.

Position Summary

The Director of Institutional Giving is responsible for building and growing a portfolio of foundation and corporate funders that support BTT's science, conservation, and education programs. Reporting to the Chief Development Officer, this role builds and manages the relationship platform and moves-management processes BTT uses to engage its corporate and foundation partner cohort and works closely with BTT's science and conservation staff to translate program priorities into compelling, fundable proposals. The Director of Institutional Giving partners with the Development, Communications, and Membership functions, and with the CEO and Board, to align foundation and corporate gift growth with BTT's strategic plan and comprehensive campaign goals.

Key Responsibilities

- Identify, research, and qualify new foundation and corporate prospects aligned with BTT's conservation, research, and education priorities.
- Build and manage a portfolio of foundation and corporate relationships, with accountability for solicitation, stewardship, and renewal timelines.
- Write and coordinate compelling letters of inquiry, proposals, and grant reports in partnership with BTT's science and conservation staff, ensuring materials accurately reflect program outcomes and budgets.
- In a supporting role to BTT’s Public Policy and Conservation team (who lead all public funding efforts), contribute to proposals for government and public-sector funding by helping coordinate multi-stakeholder partnerships and securing leveraged private dollars that strengthen competitiveness.
- Collaborate with the Director of Development and Chief Development Officer to engage foundation and corporate leadership, including site visits, briefings, and cultivation events.
- Track proposal and reporting deadlines, funder communications, and portfolio performance in BTT's donor database, providing regular pipeline updates to leadership.
- Partner with BTT's communications team to develop personalized, high-touch materials delivering corporate and foundation messaging with broader conservation storytelling.

- Support comprehensive campaign efforts and special initiatives as BTT's institutional giving program grows.
- Represent BTT at conferences, funder convenings, donor experiences, and philanthropic community events as needed.

Qualifications

Required

- Bachelor's degree, or an equivalent combination of education and relevant experience.
- Minimum five years of fundraising experience, with an emphasis on principal, major, foundation, and/or corporate gift solicitation.
- Excellent oral and written communication skills, including demonstrated proposal and grant-writing experience.
- Strong interpersonal skills and the ability to build long-term, trust-based relationships with funders, executive leaders, high-capacity individuals, program staff, etc.
- Demonstrated proficiency in Blackbaud Raiser's Edge (or a comparable donor database) as well as Microsoft Office.
- Working knowledge of foundation and corporate fundraising practices, principal/major-gift cultivation strategies, and volunteer/board engagement in fundraising.
- Sound judgment and discretion in handling confidential donor information and relationships.

Preferred

- Experience with principal and major gift fundraising and comprehensive campaigns.
- Experience operating within a moves-management system or donor cultivation platform.
- Existing relationships within the conservation, environmental, or outdoor recreation community.
- Knowledge of, or passion for, marine and coastal conservation, recreational fishing, or related outdoor pursuits.
- Willingness to travel for donor visits, cultivation events, and field experiences.

Compensation & Benefits

Salary is commensurate with experience and BTT's compensation structure. BTT offers a competitive benefits package consistent with its standard employee offerings.

To Apply

Interested candidates should submit a resume, cover letter, and a writing sample (foundation proposal or fundraising piece) to BTT's Chief Development Officer Will Johnson: will@bonefishtarpontrust.org for review. Applications will be reviewed on a rolling basis until the position is filled.

Bonefish & Tarpon Trust is an equal opportunity employer. BTT does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by applicable law.