



Liberty Prairie

*Building skills and pathways toward land, human,  
and local economic health.*

## Job Posting: **Institutional Giving Manager** (remote or hybrid)

Liberty Prairie NFP (formerly Liberty Prairie Foundation) is a 501(c)(3) nonprofit organization founded in 1994. Located halfway between Chicago and Milwaukee, in Grayslake, Illinois, our work includes regenerative agriculture and environmental stewardship at the urban edge. We are the stewards of Prairie Crossing Conservation Farm, a 94 acre annual, perennial, and natural land area within the Prairie Crossing Conservation Community. We are a component within the Liberty Prairie Reserve, a distinctive open space sanctuary under public and private ownership. This collection of land owners shares a common goal: to preserve and restore the area's natural and historical landscape of woodlands, wetlands, prairies, agricultural fields, and farmsteads.

We are in a tremendous period of growth and are **seeking a new strategic thought partner to manage and execute a comprehensive fundraising plan that includes foundation, government, and corporate support with the ability to scale over the next several years.**

**Come Grow With Us.** Since 2022 we have:

- Defined our vision, mission, and values and joined forces with Prairie Wind Family Farm to become Liberty Prairie NFP
- Updated our bylaws, internal structures, and business model (no longer a foundation)
- Launched a new [website](#) and migrated/tested our data into Little Green Light (CRM)
- Created a holistic land plan (94 acres) with a vision for people, plants, and animals to thrive together. In 2024 we will partner with The Savanna Institute to create silvopasture, increase perennials, and expand our agroforestry
- Opened the Liberty Prairie Farm Store, a retail location that features 30 local food purveyors and are working to ensure that midwestern folks can eat from the midwest year round. We currently accept WIC and will expand to include SNAP benefits
- Purchased a former school house adjacent to our farm and are actively seeking funding to build a certified community and teaching kitchen. Once complete we hope to diversify the foodshed by increasing entrepreneurial opportunities; items made in the kitchen will be able to be sold in the store
- Deepened our partnerships; one of these is with Grayslake Community High School District 127. Students engage in hands-on, project based learning that supports academic outcomes with real world experience. This model is designed to expand including field trips for students from surrounding communities

We are a living laboratory with a compact and creative team looking for a bold and thoughtful fundraiser to join us as we work to make a significant impact that has relevance on a national stage. We recognize that inclusion and belonging matter and evaluate internal structures and practices as well as external results. We are an equal opportunity employer; people of color, people with disabilities, and LGBTQ candidates are strongly encouraged to apply. We are committed to building a team that represents a variety of backgrounds, perspectives, cultures, skills, and experiences, knowing that the more inclusive we are, the more successful we will be.

**Role Summary:**

The Institutional Giving Manager will play a crucial role in a deadline-driven, fast-paced environment, contributing to mission fulfillment and fiscal stability. This self-motivated contributor will be an important thought partner, synthesizing and distilling critical information to craft clear, succinct, and compelling proposals.

The ideal candidate likes a challenge and is a creative problem solver. They are steeped in the Lake and Cook County communities, regional initiatives, and national funders looking for organizations that demonstrate solutions that can replicate. They are well-versed with corporate audiences. They are exceptional project managers delivering consistent, high-quality results. They are passionate about system-level solutions that benefit public health and well-being, climate change, and promote circular economies.

**Objectives include:**

- Research and identify new government, corporate, foundation and private funding prospects to match Liberty Prairie NFP priorities
- Generate revenue for Liberty Prairie NFP by delivering high-quality proposals, narratives, applications and supporting documents
- Create evaluation metrics and timely reports for grants and restricted funding and maintain long-lasting relationships
- Manage and execute outreach and engagement strategies with corporate entities
- Develop and present pitch materials, funding applications and sponsorship materials
- Collaborate across all income stream strategies, earned and contributed, for maximum impact and creative solutions
- Maintain accurate records within our database and Inform the Executive Director on the progress and issues that arise with each application
- Build and sustain a pipeline of \$500,000 by 2026 with the ability to double that by 2028
- Collaborate with the board to educate on fundraising best practices and support their individual path to supporting our goals and outcomes
- Partner with the finance department to create grant budgets, monthly reconciliation, and annual audit needs

**Experience, Qualities, and Skills:**

- Grant writing experience. Proven track record of new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify opportunities for programs, capacity building and general operating support
- Government funding experience desired
- Exquisite relationship builder with systematic follow through
- Strong writing and verbal communication skills
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment
- Excellent Computer skills (Google Suite and CRM database)

**Hours and Compensation:**

We live our mission through appreciation of the health and humanity of each of our team members. This full-time position has an annual salary of \$70,000 - \$75,000 DOE, is eligible for our benefit package, and remote workers receive a home office stipend. Benefits for full-time employees include 23 paid holidays, sick time, 100% paid employee medical and dental insurance, a store discount, and 3% match retirement.

We have clarity about the outcomes we seek and are open to your ideas about how we achieve them. This position has the potential to grow as Liberty Prairie continues to grow.

Documentation establishing your ability to work in the United States is required. Please note we require staff to be vaccinated for Covid unless they are exempted by law.

**How to apply:**

Please send qualifications and your letter of interest, which will be considered a writing sample, to [karen@libertyprairie.org](mailto:karen@libertyprairie.org). Subject line: Institutional Giving Manager