



## Development Manager

**Reports To:** Director of Capital Campaigns

**Status:** Full Time

**Classification:** Exempt

**Approved/Revised Date:** August 2021

### Summary:

This is a mid-level position that focuses on donor relations and stewardship, and participates in the implementation of the fundraising plan with other development staff. This position works with the President, Director of Capital Campaigns, and Resource Development Committee to raise the funds necessary to build the botanical gardens, as well as support operations of the organization.

### Organizational Duties and Responsibilities:

1. Commitment to WBG's mission and its core values. Facilitates and supports the design and implementation of policies and procedures.
2. Supports and facilitates positive interaction with others by exhibiting: individual maturity; respect for others; a team-centered approach; maintenance of confidential information; and, an appreciation of a multicultural workplace.
3. Exhibits effective writing, organizational, time management, and interpersonal and oral communication skills.
4. Effectively prioritizes and coordinates job tasks for maximum productivity.
5. Participates in appropriate professional development programs and training to attain and maintain competency.
6. Effectively participates in the fundraising functions of the organization, reaching annual fundraising goals.

### Essential Duties and Responsibilities:

1. Help our existing and future individual donors accomplish their philanthropic goals and ambitions through a relationship with Waterfront Botanical Gardens.
2. Works closely with the President, Director of Capital Campaigns, and Resource Development Committee to identify donor prospects, and manage donor data.
3. Conducts ongoing review of donor lists from peer organizations and other major fund development organizations and uses strategies and data resources to identify new potential major donor prospects.
4. Works with the Director of Capital Campaigns, President and Board of Directors to organize donor entertainment events.

5. With the development team and staff, insures that the eTapestry database is properly updated with accurate donor, prospecting, and event records. Assists with reconciling donations in the database with Accounting.
6. Coordinates sponsorship requests, and manages sponsor relations as related to events. Coordinates communications in a timely manner prior to the sponsored event to insure financial coverage of expenses as well as follow up tax letters and thank you notes.
7. Makes presentations to donors and other groups when requested.
8. Works with the Development team to acknowledge donors through public and private recognition, ensuring accuracy with the donor.
9. Engages in the community in appropriate ways to make business contacts to further the fundraising goals of the organization.

**Specific Skills:**

Must be self-motivated and detail-oriented. Requires excellent computer, organization, project management and planning, verbal communication and documentation skills. Must have both the ability to manage projects on his/her own, as well as the interpersonal skills required to be an effective member of a team. Must have the ability to present a positive image of the organization to the community. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, board, committee members, donors, vendors, and volunteers. Works with computers and is required to be proficient with Microsoft Office programs including presentation software.

**Supervisory Responsibilities:**

None at this time; possibly will supervise an intern in the future. Works with Office Manager to keep the eTapestry database up to date.

**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.

**Education and/or Experience:**

Minimum of a Bachelor's degree and 3 years of experience in a related field or at least 5 years of experience in sales, fundraising and/or marketing.

**Language Skills:**

Ability to read, write, and converse in English. Ability to speak knowledgeably with donors, volunteers, board of directors and other staff. Ability to write appeal letters, thank you letters, press releases, basic marketing materials. Ability to effectively present information in one-on-one, small and large group situations to donors, board of directors, community leaders.

**Certificates, Licenses, Registrations:**

Must have a current driver's license and an insurable driving record.

**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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms, climb or balance, and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

Must be willing to work evenings, holidays, or on weekends as requested for special events. Must be able to work the required hours to accomplish tasks and meet deadlines. 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.

**To apply, send resume to [humanresources@waterfrontgardens.org](mailto:humanresources@waterfrontgardens.org)**

Salary range is \$55,000 – 65,000. Salary will be based on relevant experience.

**Benefits Offered:** Health Insurance; Employee Assistance Program (EAP); Retirement Plan; Paid Time Off (PTO) to cover vacation, sick and holidays; and Flexible Spending Account.

Application deadline: December 10, 2021