



Director of Development

Reports To: Chief Development Officer/President and CEO

Status: Full Time

Classification: Exempt

Approved/Revised Date: October 2022

Summary:

This role is designed to motivate and engage existing and future donors meet annual fund development and capital fundraising goals and accomplish their philanthropic goals and ambitions through a relationship with Waterfront Botanical Gardens (WBG). This role is responsible for all aspects of fund development including development and implementation of the organization's fundraising structure, leadership on all fundraising initiatives including special events, major gifts, planned giving, sponsorships, and donor identification and cultivation. This role manages the Development staff and its fundraising efforts, collaborates on grant writing, and identifies, organizes, and manages the fundraising activities of WBG with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, communities, and individuals. In collaboration with the President and CEO, Development staff and Resource Development Committee, this role structures a fundraising plan to raise the funds necessary to build the botanical gardens, as well as support operations of the organization.

The ideal candidate is driven, organized, flexible, has strong strategic and planning skills, along with the ability to cultivate and solicit gifts from the top echelon of potential donors. In addition, this candidate will have a high level of experience and knowledge of major gifts and planned giving fundraising.

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 manages the fundraising and donor events functions of the organization, reaching annual fundraising goals.

Essential Duties and Responsibilities:

1. Establish short- and long-range goals for unrestricted funding sources. Organize solicitation drives for ongoing pledge support from individuals, corporations, and foundations.
2. Ensure an active pipeline of major donors by working closely with the President & CEO, Development staff, and Resource Development Committee to identify prospects. Review donor lists from peer organizations and other major fund development organizations and use strategies and data resources to identify new potential major donor prospects.
3. Produce major donor, board, and special category solicitation/support materials with the intent to retain or upgrade gifts when possible. Cultivate donors by producing specialized correspondence, preparing letters of acknowledgements, and scheduling and attending in-person visits.
4. Meet with donors and donor prospects to solicit pledges and donations.
5. Work with the President and CEO to enlist the participation of board members and other volunteer leadership in identifying, cultivating, and soliciting major donor prospects.
6. Supervise and coordinate activities of staff engaged in maintaining donor database and paper records to ensure that the Altru database is properly updated with accurate donor, prospecting, and event records so that queries, reports, exports, and any other data may be extracted accurately.
7. Responsible for making strategic event sponsorship decisions and supervising the team securing those sponsorships.
8. Manages the Grant Writer and identifies grant opportunities, reviews grant requests, etc.
9. Make presentations to donors and other groups when necessary.
10. Work with the Director of Marketing and Communications to develop materials and campaigns to inspire donations and ensure proper press coverage for fundraising events, press exposure, and large gift announcements.
11. In coordination with the Director of Marketing and Communications prepares media materials for distribution, i.e., copying, filing, mailing, emailing.
12. Engage in the community in appropriate ways to make business contacts to further the fundraising goals of the organization. Examples include Rotary Club, AFP or FREML (fundraising organizations), GLI, One Southern Indiana, and more.
13. Work with the Database Manager to manage all campaign gift correspondence in the database, including timely acknowledgments, pledge payment reminders, pledge agreements, and preparing and submitting reports to donors and those required by granting foundations and institutions.
14. Work collaboratively across all Development resources (individuals, foundations, special events, grants) to cultivate identified individuals and institutional prospects.
15. Work with the President/CEO and CFO to develop the annual budget, prepare financial reports, and monitor departmental goals monthly.
16. Performs other duties as required.

Specific Skills:

Must be self-motivated and detail oriented. Requires excellent, computer, organization, project management, research, and planning 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 experience and comfort to work well with senior level staff, board, committee members, vendors, and volunteers. Proven track record of achieving revenue targets of over \$1M annually.

Supervisory Responsibilities:

Responsible for the management of development/fundraising staff and volunteers.

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 in a related field and at least 6-8 years of non-profit fundraising/development experience.

Language Skills:

Ability to read, write, and converse in English. Must have excellent written and verbal communication skills with demonstrated ability to write clearly and persuasively. Ability to speak knowledgeably with donors, board members, community leaders. 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 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.

Very competitive salary based on experience; liberal PTO policy and free medical, dental, and vision benefits; life insurance and 3% match in a Simple IRA.

To apply for this position, send resume, cover letter and references to humanresources@waterfrontgardens.org