Job Title: Manager of Philanthropy
Department: Philanthropy/Development
Reports To: Director of Philanthropy
Location: Louisville, Kentucky
Job Type: Full-Time | Exempt

Position Summary:

The Manager of Philanthropy plays a key role in advancing the mission of the Waterfront Botanical Gardens by developing, implementing, and managing fundraising strategies that deepen donor engagement and grow philanthropic support. Reporting to the Director of Philanthropy, the Manager supports a comprehensive development program with a focus on major gifts, annual giving, donor stewardship, and campaign execution.

This role is ideal for a dynamic and results-driven fundraising professional who thrives in a collaborative environment and has a passion for building meaningful donor relationships.

Key Responsibilities:

Fundraising & Donor Engagement

- Manage a portfolio of mid-to major-level donors and prospects, cultivating relationships through regular communication, meetings, events, and personalized stewardship.
- Develop strategies for donor retention, upgrade, and re-engagement.
- Support the Director of Philanthropy in identifying and qualifying major gift prospects.
- Draft compelling proposals, impact reports, and donor correspondence.

Annual Giving & Campaign Support

- Lead or support annual giving initiatives, including appeals, digital campaigns, and peer-to-peer fundraising efforts.
- Assist with the planning and execution of fundraising campaigns and donor events.
- Collaborate on the creation of campaign materials and messaging.

Data & Reporting

- Ensure accurate tracking of donor interactions and gifts in the CRM (ALTRU).
- Analyze giving trends and evaluate campaign performance and donor engagement metrics.

Collaboration & Teamwork

- Work closely with the Director of Philanthropy and broader development team to align goals and coordinate outreach strategies.
- Liaise with marketing and communications teams to ensure consistent messaging across all donor touchpoints.
- Participate in cross-departmental planning for fundraising events and initiatives.

Qualifications:

- Bachelor's degree or equivalent experience required.
- 3–5 years of experience in nonprofit fundraising or donor relations, preferably with exposure to major gifts.
- Demonstrated success in cultivating and stewarding donors.
- Excellent written and verbal communication skills.
- Highly organized with strong attention to detail and the ability to manage multiple projects.
- Experience with fundraising databases/CRM platforms.
- A team player with a passion for mission-driven work.

Preferred Qualifications:

- Experience working within a capital campaign or strategic fundraising initiative.
- Knowledge of planned giving and corporate/foundation fundraising.
- Comfort with data analytics and donor segmentation strategies.

Work Environment:

- Occasional evening and weekend work required for donor events or meetings.
- Some local or regional travel for donor engagement may be expected.