



JOB ANNOUNCEMENT

Director, Philanthropy

South Coast Botanic Garden is a thriving destination for visitors to discover the rejuvenating powers of nature. Determined to provide access to nature to the widest possible audience, the Garden has expanded its services and hosted more visitors than ever before through exhibits and collection upgrades. With the unveiling of the stunning Dorothy and John Bohannon Rose Garden, a show-stopping 400-square foot Living Wall, and the arrival of Hide and Seek, a long-term exhibit of eight remarkable large-scale works of fine art sculpture, the Garden has significantly elevated its presentation of ornamental horticulture. There is even more excitement to come, with a long-range Vision Plan that will reimagine the entire guest experience, including the creation of a 3.5-acre Marilyn and John Long Children and Family Garden scheduled for completion next year. There has never been a better time to join this dynamic team.

POSITION TITLE:

Director, Philanthropy

REPORTING RELATIONSHIP:

Reports to the Chief Development Officer

JOB SUMMARY:

Serving as a key member of the Development team, the Director, Philanthropy will serve as a front-line major gifts fundraiser, focused on gifts of \$25,000 or more in support of Garden operations, the Cultivate the Future Campaign and special projects. The Director will maintain a focus on a portfolio of qualified prospects within specified capacity thresholds. A successful Director, Philanthropy is a proactive, self-starter who can collaborate, cultivate, engage and steward prospects to support Garden priorities. The Director will have a deep understanding of the importance and impact of the Garden and will seek to match the Garden's priorities with the philanthropic strategies of their donor prospects.

RESPONSIBILITIES:

- Design a comprehensive plan to increase philanthropic support for funding priorities established in collaboration with the Chief Development Officer.
- Conduct business development activities including identifying, engaging, qualifying, cultivating and soliciting gifts from major donor prospects within the defined portfolio.
- Achieve annual and campaign development revenue goals.
- In collaboration with Prospect Management and Research, achieve and maintain a goal of having 25% of prospects in the solicitation phase of the donor cycle at any given time.
- Execute meaningful engagements with prospects and present proposals to achieve and exceed philanthropic goals.
- Collaborate with Director, Membership and Director, Philanthropy and Planned Giving to include membership and planned giving requests in proposals as appropriate.
- Attend public programs, and membership and development events to further enhance relationships with key prospects and develop effective fundraising strategies.
- Promote teamwork and actively involve Garden leadership and colleagues in fundraising strategies and the identification, cultivation and solicitation process as appropriate.

- Measure, manage, establish and report annual goals and accountabilities to Chief Development Officer.
- Develop, present and implement annual written plans.
- Forecast and manage the development budget assigned to this position.
- Demonstrate a commitment to outstanding customer service and extend our gratitude to our visitors, members and donors.
- Perform other duties as assigned to meet Garden priorities.

REQUIREMENTS:

- Maintain knowledge of trends, best practices, and regulatory changes to philanthropy, and apply this knowledge to communicate changes in policy, practice and procedures to Garden leadership
- A record of accomplishment that demonstrates solid fundraising results and demonstrated success soliciting and closing major gifts. Ability to plan, organize and implement fundraising activities effectively, as well as participate in high-level individual, corporate and/or foundation solicitations
- Experience in promoting and coordinating the involvement of fundraising volunteers
- Demonstrated ability to set priorities, coordinate multiple projects and personally ask and close gifts
- Ability to travel locally/regionally to meet donors as necessary (less than 5% of time) and to work occasional weekend/evening hours to attend donor meetings, support public programs, and to network and support development and membership events
- Deal effectively and comfortably with high-level donor prospects
- A high energy, goal-oriented worker who is well organized and personable
- Utilize a creative approach to fundraising projects
- Ability to effectively communicate the mission of South Coast Botanic Garden while capturing the interest of the prospect
- Demonstrated successful experience working with boards comprising prominent corporate and community volunteers
- Ability to collaborate with colleagues across multiple areas (i.e., horticulture, communications, membership, operations)
- Exemplary communication skills (both written and oral) evidenced by background in preparing comprehensive reports and executive summaries incorporating complex, highly technical information
- Highly developed organizational and leadership skills
- Demonstrated computer competency in Microsoft Office Suite
- Knowledge of Blackbaud Altru or other comparable fundraising systems preferred

QUALIFICATIONS:

- Associate or Bachelor's degree preferred or equivalent experience working for a non-profit
- Minimum of 3 years of experience as a frontline fundraiser, preferably at a cultural attraction or with a charity in the South Bay

Position is full-time, exempt, working Monday through Friday. Must be available some weekday evenings, some holidays and some weekends as needed for work with donors and prospects. The pay rate starts at \$75,000 annually. Please submit your cover letter and resume to danielle@southcoastbotanicgarden.org to apply. The Foundation is dedicated to a practice of diversity, inclusion, access and equity for all employees and visitors.