



## **DIRECTOR OF LEADERSHIP GIVING**

Full Time

### **JOB DESCRIPTION**

Are you looking to be part of a dynamic team, while working in a beautiful setting? Ganna Walska Lotusland, a non-profit, botanical garden in Montecito, California, renowned as a “top ten” garden of the world, seeks qualified candidates to serve as a valued member of our growing development department. The Director of Leadership Giving is a strategic leader and part of the senior fundraising team. The DLG will have experience with annual and campaign fundraising, with demonstrated success moving donors into a Major Gift program. The DLG develops and maintains a portfolio of planned giving donors and prospects, conducts prospect research and analysis, develops and implements marketing plans, makes face-to-face asks, and provides stewardship of existing planned giving donors.

#### Specific Responsibilities:

- Oversee a portfolio of Individual and Major Gift donors to meet and exceed annual fundraising goals with year-to-year increases in unrestricted giving to close the gap between operations and reduce the draw on Board designated draw on reserves.
- Strategize and secure large gift solicitations (up to six figures) demonstrating sensitivity to the interests and motivations of prospects and donors, as well as a commitment and passion for the mission of Ganna Walska Lotusland.
- Oversee renewal solicitations of assigned portfolio of donors.
- Generate written gift solicitation proposals to prospective high net worth donors.
- Conceptualize, develop, and execute effective strategies to practice moves management and increase fundraising results from individual and major gifts donors and prospects (donors who contribute \$10,000 or more) to Ganna Walska Lotusland.
- Manage a portfolio of approximately 150 prospective donors. Create and maintain a moves management plan to serve as a foundational communication, cultivation, solicitation, and stewardship plan for that individual. Executes the plan on a timely basis so individuals are retained and upgraded.
- Make 10-20 personal acquisition/cultivation/ solicitation contacts and visits per week to prospective donors.
- As appropriate, identify individuals as major gift or capital prospects; solicit gifts; determine follow-up strategy. Identify and research new prospects and donors targeted for upgrade and/or renewal.
- Work with staff to secure appropriate program and project information, including budgets, and creates offers, proposals and asks that will be used with persons on the portfolio to secure gifts.
- Maintain working knowledge of planned giving vehicles, identifies and contacts planned giving prospects, and acts as a source of information for interested donors.

- Engage the wider community of professional advisors to engage donors and support gifts of assets.
- Monitor all prospect contacts to ensure positive and purposeful prospect and donor relations.
- Recommend and assist with involving the Executive Director, board members, program staff or other key influencers in cultivating, soliciting and stewarding donors.
- Use and engage pertinent staff and information to identify programs and projects that would attract gift support from individuals, corporations and foundations.
- Complete monthly reports that accurately reflect activity and performance.
- Complete responsibilities in a timely manner consistent with organizational policy, goals, and values.
- Attend required meetings and events, and participate in committees as requested.
- Participate in professional development activities and maintain professional affiliations.

## **MINIMUM REQUIREMENTS**

### Knowledge/Skills:

- Computer (PC) proficiency required including Word, Excel, and PowerPoint.
- Donor database proficiency preferred. CFRE preferred.
- Proficiency with numerous computer and software applications (Word, Excel, PowerPoint, Access)
- Exceptional interpersonal skills and the ability to successfully interface with all levels of the organization, including staff, volunteers, docents, trustees, guests, members, and donors.
- Ability to prioritize and manage deadlines
- Exceptional organizational skills with the ability to handle multiple tasks
- Highly effective verbal and written communication skills
- Ability to analyze and assess problems and solve them quickly and efficiently
- Ability to make decisions and delegate
- Ability to respond quickly and efficiently to any personnel issues requiring investigation

### Education and Experience:

- Bachelor's degree and at least 5 years of experience in non-profit development, particularly in planned giving at non-profits. CFRE a plus.
- At least three years of fundraising or related experience with a proven record of accomplishment of soliciting and closing major gifts in the five to seven-figure range.
- Working knowledge of estate planning strategies and tax treatments (e.g. trusts, charitable gift annuities, and life insurance).
- Working knowledge of major giving strategies.
- Must have access to reliable transportation, a valid driving license and be available for contact by cell phone.
- Must maintain a professional appearance.

Lotusland will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position. Lotusland is an equal opportunity employer.

## **To Apply**

Please send a resume with a cover letter and three professional references to Ruth Mesnik at [rmesnik@lotusland.org](mailto:rmesnik@lotusland.org).

No phone calls, please.