

**Ventura Botanical Gardens  
Development Officer**

**Organization Overview:**

The Ventura Botanical Gardens was created by a small group of visionary Ventura residents in 2005. They came together to formulate plans for a world-class botanical garden showcasing and preserving native plants and providing educational, recreational, and cultural enhancement for the Ventura coastal community. Since that time, the gardens have grown to encompass plants from the five Mediterranean climate zones with future plans to expand public gathering areas and facilities for educational programs, botanic laboratories, collection spaces, and a range of amenities including dining facilities and event center. We rely heavily on fundraising to grow our gardens and sustain our programs. We are seeking a Development Officer to lead our fundraising efforts.

**Position Overview:**

The Development Officer will be responsible for raising funds to support the Gardens primarily through major gifts, planned gifts, annual appeals, and foundation giving. The successful candidate will work closely with the Executive Director and Board of Directors to develop fundraising goals and strategies.

**Key Responsibilities:**

- Secure funds to meet the organization's annual revenue goals.
- Identify and cultivate major gift prospects, as well as foundation donors.
- Write donor proposals and grant submissions.
- Inspire, manage and lead a team of volunteers, providing guidance, training, and support as needed.
- Collaborate with our Communications team to develop and execute effective donor communications.
- Work closely with the Board of Directors and Executive Director to develop fundraising strategies and goals.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.

**Knowledge, Skills and Abilities:**

- Minimum of 5 years of experience in nonprofit fundraising, with a proven track record of success in major gifts, annual giving, and planned giving.
- Bachelor's degree or equivalent experience in nonprofit management, business administration, or a related field.
- Excellent written and verbal communication skills, including the ability to write compelling donor proposals.
- Strong leadership and management skills, with experience managing.
- Familiarity with Donor Perfect or a comparable fundraising CRM platform.
- Proficiency in Microsoft Office Suite.
- Strong entrepreneurial spirit, hands-on, detail oriented.

- Ability to work well in both a collaborative and independent environment.
- Ability to work well with a small administrative team.
- Strong written and oral communications skills. Ability to understand complex business strategies and to communicate effectively and efficiently to diverse audiences.
- Ability to manage multiple priorities; exhibit good business judgment and common sense.
- Excellent organizational skills, attention to detail, and accuracy.
- Able to work some weekends and evenings, when needed.
- Comfortable in a fast-paced environment that requires quick turnaround and flexibility.
- Must be on site at the botanical gardens a majority of the work week and become intimately familiar with the gardens and facilities.

**Certificates and Licenses:**

- Must have a valid California driver license and maintain an acceptable driving record.

**Physical Functions:**

Must be capable of occasional strenuous physical work including:

- Sitting for up to 4.0 hours at a time and using computer and phone for lengthy periods.
- Standing/walking for extended periods of time.
- Lifting and carrying, bending, squatting, and walking stairs and the VBG pathways.
- Tolerance of an outdoor work environment including exposure to outdoor environmental conditions, including extreme temperature fluctuations, rain, dust, allergens, poison oak, insects, small wild animals, and sun exposure.

**Benefits:**

- 401K plan with 3% matching.
- ICHRA
- Salary from \$80,000 to \$110,000 depending on experience. Development professionals at any level of experience are encouraged to apply.

Please send resume and cover letter to [info@venturabotanicalgardens.com](mailto:info@venturabotanicalgardens.com)