ASSISTANT DIRECTOR OF DEVELOPMENT, ANNUAL GIVING

NOTE: Desert Botanical Garden requires all staff to be fully vaccinated by January 1st, 2022. We do have exemptions for medical reasons or sincerely held religious beliefs that would be evaluated on a case-by-case basis to determine if we can accommodate.

Position Purpose

Support essential donor relation functions, including annual fund, membership and fundraising events in the Membership & Philanthropy (MAP) Department. This position will partner with multiple colleagues to achieve fundraising revenue goals that support the Garden’s mission.

Essential Duties

Garden Fund

- Assist Membership team on stewardship communications for Garden Fund level members to increase retention and encourage upgrades to Patrons Circle ($1,500+)
- Execute Garden Fund membership retention and mission-focused engagement strategies e.g. events, tours
- Conduct prospect research on best candidates for cultivation

Donor Recognition Committee

- Serve as liaison to volunteer advisors who serve on the board appointed Donor Recognition committee. Guide and motivate committee, establish annual donor recognition goals, and coordinate meetings.
- Annual Fund Campaign
- Coordinate annual direct marketing appeal program
- Serve as liaison with consultants to execute direct marketing appeal
- Execute annual staff giving campaign, including developing an engaging presentation
- Coordinate the annual giving statement mailing to donors
- Coordinate and execute in collaboration with the DHC team, bi-annual donor tours
- Manage Arizona Gives Day campaign in collaboration with Marketing Communications department
- Fundraising Events
- Serve on the Fund the Farm & Conservation Celebrations committees to provide support in soliciting table sales, contributions, sponsorships, and assist with event logistics.
- Lead the philanthropy staff in preparing for and delivering a smooth day-of guest experience.
- Team Support
- Assist the Manager of Administration in preparing gifts for processing by the Membership Operations team and coordinating sending select acknowledgements
- Take minutes for select team committee meetings
• Prepare support materials, coordinate site visits, admissions reservations, manage volunteer support for MAP mailings, and accurately upload donor documentation in Raiser’s Edge
• Serve as team lead on email communications in Constant Contact, the Garden’s email management system

Requirements

• Bachelor’s degree preferred or comparable combination of education and work experience.
• Minimum of 3 years of experience in fundraising activities preferred. Can include jobs in related areas of sales.
• Strong interpersonal skills, ability to establish effective relationships with prospects, donors, staff and board members and professional advisors.
• Strong computer skills, including Microsoft Office, and a CRM database, preferably Salesforce.
• Excellent communication skills, both oral and written, as well as comfortable giving presentations to various audiences.
• Ability to work independently and to take initiative.
• Strong attention to detail.
• Experience working with volunteers for fundraising initiatives.

Equipment Used

Typical office equipment.

Internal Communication

Frequent interaction with all Garden employees.

External Communication

Regular communication with Garden employees, members, trustees and potential members. This could be in person, via telephone, and/or email.

Working Conditions

No physical effort beyond what is typically required in a normal office environment. Time periods of high workload may require additional hours. The noise level in the work environment is usually moderate.

Must be able to walk, sit, stand, stoop, kneel, bend, see, hear, speak, read, and type. Manual dexterity and the ability to lift up to 10 pounds required
Reasonable accommodations may be made, when necessary and feasible, to allow a qualified individual to perform essential job functions.

**Diversity, Equity, and Inclusion**

Desert Botanical Garden is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.

The Garden fosters and supports workplace diversity, equity, and inclusion to honor the unique perspectives, experiences, and contributions of all, to celebrate successes, and to cultivate individual and institutional excellence.

All employees will help add to the Garden’s diversity and fully embrace it.

**This job description is not intended to be an exhaustive list of all duties, responsibilities, and deliverables of the role. This is not a contract and should not be viewed as such. Other duties may be assigned by supervisor and/or his/her/their designee.**

**Pay Range** $61,000 to 70,000

**Apply**: [https://recruiting.paylocity.com/Recruiting/Jobs/Details/1258055](https://recruiting.paylocity.com/Recruiting/Jobs/Details/1258055)