



Position Title: Director of Development
Reports To: Executive Director
Supervises: Development and Membership staff
Job Category: Full-time, exempt
Salary: \$80,000-\$100,000 annually; excellent benefits

Boyce Thompson Arboretum (BTA) was founded in 1924, and is Arizona's oldest and largest botanical garden. BTA is located in scenic Queen Creek Canyon, just 50 minutes from Phoenix, Arizona in the foothills of the Superstition Mountains in Superior, AZ. Featuring plant collections from the world's deserts, historic buildings and hidden gardens along miles of trails, it is on the National Register of Historic Places. A haven for wildlife, BTA has been named "the most enchanting" Audubon Important Birding Area in Arizona. The Arboretum comprises 340 acres, with 135 acres of distinct gardens, 15,000 plants and 4,000+ taxa, and currently has 35 employees. BTA's mission is to inspire appreciation and stewardship of desert plants, wildlife, and ecosystems through education, research and conservation. No longer a State Park or a University of Arizona department as of July 2019, BTA has reaffirmed and embraced its status as a botanical institution.

Job Description:

Boyce Thompson Arboretum (BTA) seeks a seasoned and energetic professional with a passion for building a development program. She or he is a strong, intuitive leader who will be an enthusiastic member of the Arboretum's senior leadership team and provide direction for the Arboretum's development and membership programs.

The Director will manage all aspects of development and membership, create multi-year fundraising plans, and represent BTA publicly. He or she will work with development staff to identify, cultivate and solicit donations and grants from individuals, corporations, foundations, and government agencies. He or she will also manage member recruitment, retention, and programming.

Duties and Responsibilities:

- Identify, cultivate, solicit and steward donors and members.
- Work closely with various departments to identify needs and potential sources of funding.
- Research, write and edit solicitations, proposals, case statements, reports, correspondence, online content, webforms and other communications, as required.
- Ensure accurate and consistent management of database.
- Utilize software to track and cultivate donors and prospects, using Altru and Blackbaud's wealth screening tools.
- Research emerging technologies and best practices in digital fundraising.
- Coordinate planning and production of fundraising and cultivation events
- Manage memorial and tribute gift fulfillment and recognition.
- Serve as staff liaison to the Development Committee of the Board of Directors.
- Represent Boyce Thompson Arboretum at community events, as required.

Required Knowledge, Skills and Abilities:

- Uses good judgement, is persuasive, compassionate and has good listening skills.
- Possesses excellent written and verbal communication skills, with demonstrated ability to motivate and inspire through written word.
- Demonstrates a professional demeanor and empathetic leadership skills.
- Has the ability to work flexible hours including occasional nights, holidays and weekends.
- Displays exceptional time-management and organizational skills.
- Works well alone and collaboratively with others. Able to lead a diverse team.

Education and Experience:

- Bachelor's degree; three-four years of direct experience in fundraising
- Experience organizing fundraisers and other special events
- Two to three years supervisory experience
- Experience with fundraising databases

BTA is an equal opportunity employer. www.btarboretum.org.

Please submit resume, with cover letter to the Executive Director, Lynne Nemeth.
Lynne.Nemeth@btarboretum.org. No phone calls please.