

**National Tropical Botanical Garden  
Director of Philanthropy  
Kalaheo, Kaua'i**

**JOB POSTING**

The National Tropical Botanical Garden (NTBG) is seeking a dynamic leader who will serve as the primary fundraising strategist for the organization. The ideal candidate will be an experienced professional with a proven track record of managing and coordinating fundraising and related development activities at a diverse non-profit organization. The Director will work closely and collaboratively with the President & CEO, as well as other NTBG leadership staff to develop funding priorities and contributed revenue goals and strategies for the organization.

**Essential Functions and Responsibilities**

- Manage and maintain annual fundraising plans for NTBG, in support of the organization's current Five-Year Strategic Plan (2023-2027).
- Work closely with the President & CEO, and leadership staff to identify, cultivate, solicit and steward prospects for major gifts in support of NTBG operations, special projects and programs, endowments, as well as planned gifts.
- Work closely with President & CEO, Governance Committee, and Board Chair to develop and cultivate potential new trustees in Hawaii and on the mainland.
- Work with the Chair of the Development Committee, to further board participation in fundraising and donor related activities.
- Participate in Board of Trustees meeting, including live and zoom presentations, as well as provide written fundraising reports as needed.
- Develop and manage the annual budget for the Development department, in conjunction with the CFO.
- Supervise all activities of the development staff, as well as the Volunteer Program Coordinator. The Director serves as the leader and mentor, assisting and directing staff on best practices for all aspects of fundraising. This position oversees a staff of five.
- The Director of Philanthropy must be available to work some weekends and evenings, and able and willing to travel interisland, as well as nationally and internationally.

**Qualifications**

Minimum of seven years of progressively responsible development related experience in a non-profit setting with proven fundraising, managerial and leadership skills. Previous work experience in the environmental, conservation, and/or botanical garden fields, is preferred. Knowledge of Hawaiian plants, ecosystems, and culture is a plus.

*Essential qualifications and qualities:*

- Bachelor's degree required; advanced degree and/or certifications such as a CFRE are a plus.
- Ability to work effectively as a team in a large complex, dynamic organization.
- Excellent written & oral communication skills, must be comfortable with public presentations.
- Inspire, manage and evaluate development staff.
- Ability to problem solve, and manage complex projects.
- Organized, detail oriented, and excellent interpersonal skills required.
- Self-motivated and able to meet deadlines.

Equal Opportunity Employer

- Able to work with a diverse community in Hawaii, Florida, and across the U.S.
- Integrity, confidentiality and alignment with donor rights according to AFP guidelines is required.
- Proficient in Word, Excel and Google workspace; experience in Raiser's Edge a plus. Event planning and AI experience is a plus.
- Must be capable of lifting at least 25 pounds. This position is required to stand and sit for great lengths of time, and travel occasionally on long plane flights.

**Location**

This is a key in-person leadership position based at NTBG headquarters, located on the island of Kauai. Successful candidates must be willing to relocate to the island if not already residing here.

Pay Range: 95k-115k annually

Apply via email with a resume and cover letter to: [careers@ntbg.org](mailto:careers@ntbg.org)

Deadline to apply: April 24, 2024

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Additional information available on our website: [ntbg.org](http://ntbg.org)