Sherman Library & Garden seeks a collaborative, dynamic and passionate individual with experience to develop and implement annual funding programs to meet long-term strategic goals.

For over 50 years, Sherman Library & Gardens has served as one of Orange County’s most important cultural organizations welcoming over 60,000 visitors annually as a gathering place and community hub. Over 3,000 member households and 8,000 individual members enjoy family and multigenerational arts, garden and cultural activities, festivals, and performances throughout the year. The interplay of horticulture, history, and the arts, the three pillars of Sherman Library & Garden, create distinctive and innovative programming unlike any other local organization.

To support the mission and long-term strategic goals of Sherman Library & Gardens, a new position of Development and Membership Manager has been created. The Development and Membership Manager will serve an integral part of the leadership team, and work in partnership with the Executive Director, Sherman Foundation President, Capital Campaign Consultant and others to grow annual gifts and memberships, manage the Fellows Society, execute donor engagement opportunities, and contribute to fundraising success and revenue generation at Sherman Library & Gardens.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Plans and executes annual and seasonal appeals, and manages donor recognition efforts.
- Executes strategies to grow annual membership gifts through renewals, upgrades, and new member solicitations.
- In Partnership with Capital Campaign Consultant develops and manages capital campaign.
- In partnership with the PR & Marketing Manager, develops annual giving and membership campaigns such as direct mailings, appeal letters, email solicitations, annual report content, and other correspondence.
- Maintains, updates and manages records in the donor perfect member database. Ensures the accurate recording of all gifts.
- Ensures both membership and non-membership gifts are acknowledged appropriately and in a timely manner.
- Produces donor, member and capital campaign engagement events.
- Compiles reports and other documents to track success and guide fundraising decision-making.
- Assists with the identification of major donors.
- Provides excellent customer service to donors, members, and visitors.

**MINIMUM QUALIFICATIONS AND REQUIREMENTS INCLUDE:**

- 2+ years of non-profit experience (cultural institution experience preferred).
- Bachelor’s degree or combination of education and experience.
- Strong interpersonal skills, with demonstrated ability to work across teams.
- Ability to work independently with little supervision.
- Ability to handle changing priorities in a deadline-driven environment.
- Demonstrates good judgment and decision-making skills.
- Knowledge of fundraising and membership best practices.
- Strong writing and copy editing skills.
- A high degree of appropriateness and ability to maintain confidentiality.
- Excellent time management skills.
• Experience with donor databases and gift entry procedures (Donor Perfect experience preferred).
• Strong Microsoft Office proficiency, especially in Excel and Word mail merge.
• A valid California Driver’s license.

This position is full-time exempt with a competitive benefit package. Salary range is $80,000 - $100,000 with potential for future growth based upon demonstrated accomplishments.

To be considered for this exciting new position, please email a cover letter and resume to Scott LaFleur, scott@slgardens.org. No phone calls please.

For more information on Sherman Library & Gardens, please visit www.thesherman.org.