MANAGER OF DEVELOPMENT, DONOR EXPERIENCE

Description

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

This position exists to support the Garden’s annual work with existing donors, deepening their relationship with the Garden and ensuring their continued and increased philanthropic support. The Manager of Development, Donor Experience will manage and collaborate with team members to develop a blended portfolio of individuals and families with responsibility for maximizing the donors’ engagements with the Garden.

Essential Duties

- Manage active portfolio (approximately 300 donors at any time of high-net-worth individuals and families.)
- Collaborate with the Development Operations team to review donor research and data analysis related to giving patterns and capacity ratings for existing donors.
- Contribute regularly to tracking and progress reports on prospects.
- In collaboration with colleagues and board members, develop strategies, communications, and stewardship steps to support and sustain the Garden’s philanthropic base.
- Partner with Senior Director of Development, Individual Giving to facilitate communications with the Patrons Circle members.
- Serve as staff liaison for the Donor Recognition Committee.
- Work with Development and Marketing team to identify donors featured in online and printed publications, including the Annual Report.
- Collaborate with the Donor Events Coordinator to plan, implement and execute a variety of cultivation and fulfillment events.
- Lead the Tribute program and collaborate with appropriate departments to ensure donor intentions are fulfilled.
- Working with colleagues within the Development and Marketing teams, develop individualized annual Impact Reports for all major donors ($10K and up).
- Research and attend trainings on new and emerging trends in stewardship/donor relations.

Requirements
• Bachelor’s degree preferred and minimum of three years’ related work experience, or comparable combination of education and experience
• Excellent verbal and written communication skills, attention to detail, and editing and proofreading skills
• Ability to successfully coordinate meetings
• Self-motivated with ability to manage multiple priorities and work collaboratively in a fast-paced team environment
• Proficiency with Microsoft Word, Excel, and Power Point
• Ability to learn navigation and basic entry in The Raiser’s Edge or other CRM database, wealth screening systems such as Donor Search, virtual meeting/event tools such as Zoom, marketing email software such as Constant Contact and Event Pro scheduling software
• Professionalism and discretion with confidential information
• Availability to work flexible hours, including occasional evening and weekend commitments
• Comfortable working in an open office environment
• Availability to work occasional nights, weekends, and holidays

**Equipment Used**

Typical office equipment.

**Internal Communication**

Frequent interaction with all Garden employees.

**External Communication**

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

**Working Conditions**

No physical effort beyond what’s 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 - $52,500 to 60,000