**Development Manager – Reiman Gardens, Iowa State University**

**Application URL:**

<https://isu.wd1.myworkdayjobs.com/IowaStateJobs/job/Ames-IA/Development-Manager_R913?shared_id=1df8c152-8dc6-40b9-8bf8-04eb21ce8694>

**Job Description:**

Reiman Gardens creates a striking entrance to Iowa State University and the City of Ames. Situated on a 17-acre site, the year-round facility features distinct gardens throughout the outdoor areas, an indoor conservatory, 2,500 square-foot indoor butterfly wing, butterfly emergence cases, a gift shop, and five supporting greenhouses. Reiman Garden’s mission is to educate, enchant and inspire an appreciation of plants, butterflies, and the beauty of the natural world.

Reiman Gardens is currently seeking qualified candidates for a Program Coordinator II –Development Manager. This position reports directly to the Assistant Director and indirectly to the Director and will engage supporters of the Gardens to create, manage and coordinate the planned giving/estate drive and gift development, including major donor gifts and capital campaign funding. This position will

* oversee day to day operations of gifts to support the Gardens,
* manage the sponsorship program,
* manage grants and grant application with assistance from other staff,
* plan and manage future and current revenue-producing campaigns,
* work to increase financial support for the Gardens,
* direct fund raising to grow the Gardens’ endowment, and
* proactively interact with the general public, membership base, the Iowa State University Foundation staff, and Reiman Gardens’ volunteers and donors.

The position will work closely with the Iowa State University Foundation liaison focusing on cultivating relationships with current and potential donors to solicit pledges and gifts. This position also serves as a member of the Reiman Gardens senior management team.

The successful candidate will possess the ability to work independently and in a team environment. The candidate will be detailed-oriented, creative and possess the ability to manage multiple, ongoing tasks. The candidate will also be self-motivated with strong written and oral communication skills, and have the ability to work in a professional and confidential manner.

The duties of this position will include occasional evenings, weekends and holidays.

**EO Statement:**

Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, genetic information, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, 515 294-7612, email eooffice@iastate.edu.