Director of Individual Giving

**JOB STATUS:** Full-time (regular work schedule is M-F with evenings, weekends, holidays as needed)

**SALARY:** $80,000-$85,000

Butterfly Pavilion is seeking an experienced major gifts fundraiser who wants to make an impact on our community by being part of an organization on an exciting growth trajectory. Butterfly Pavilion is hiring a **Director of Individual Giving** to join our amazing Donor Relations team. We are seeking a passionate and dynamic professional who is enthusiastic about building relationships that lead to major gifts to the organization. The Director of Individual Giving will be an integral part of a once-in-a-lifetime capital campaign and will lead Butterfly Pavilion’s giving circles, annual giving and planned giving programs. The Director of Individual Giving will report to the Vice President of Donor Relations and will manage the Donor Relations Coordinator and Individual Giving Manager.

The Director of Individual Giving must possess excellent interpersonal and communication skills, working to cultivate new donors, while enhancing key relationships. They must be a passionate people manager and culture carrier, working collaboratively with the Butterfly Pavilion leadership team and staff. This position is an outstanding opportunity to take your fundraising and leadership skills to the next level while Butterfly Pavilion completes its *Emerge* capital campaign for a new building.

**ABOUT BUTTERFLY PAVILION**

Founded in July 1995, Butterfly Pavilion believes that an appreciation of the environment begins with an appreciation of all living things. Every day we teach the young and old alike about the need for conservation, because with knowledge and empowerment we will protect the world’s natural habitats for generations to come. Our mission is to foster an appreciation of invertebrates by educating the public about the need to protect and care for threatened habitats globally, while conducting research for solutions in invertebrate conservation.

**RESPONSIBILITIES**

- Direct and manage the Individual Giving Team, which includes Individual Giving Manager (annual fund, giving circles) and Donor Relations Coordinator (CRM, acknowledgements).
- Manage a portfolio of donors and prospects capable of four-figure and above gifts for general operating, programmatic, and capital support.
- Take a leadership role with Butterfly Pavilion’s Emerge capital campaign by engaging donors and prospects with the campaign, overseeing parlor events, and working closely with volunteer-led Campaign Steering Committee to meet financial goals.
- Create individual goals and strategy plans for each prospect and donor in portfolio, based on the donor’s history of giving and the organization’s knowledge of that donor’s potential. Prepare
written proposals, informational materials, gift agreements, gift illustrations and other materials to engage supporters.

- Engage prospects and donors through multiple channels, including in-person meetings, events and written communications. Conduct face-to-face meetings with prospects and donors at least 50% of each week to carry out discovery visits, provide briefings, implement tours, and solicit donors for support.
- Oversee and market planned giving program and identify potential planned giving prospects among donors and partners and engage them to solicit planned gifts.
- Collaborates with VP of Donor Relations on new revenue opportunities and major gift strategy.
- Works collaboratively with others to solve problems, achieve common goals, and positive results. Listens to others and values opinions.

Qualifications/Experience:

- 5-7 years of experience in non-profit fundraising and/or in sales is required.
- 3+ years of experience managing a team.
- A Bachelor’s degree required, and an advanced degree in business administration, journalism, marketing or communications or an MBA is a plus.
- Must have a successful track record of closing four- and five-figure gifts; six-figure gifts a plus.
- Demonstrated ability to provide exceptional customer service to donors and community stakeholders.
- A sophisticated and comprehensive understanding of fundraising principles and practices, and a demonstrated high level of professionalism, collegiality, self-motivation, and success in fundraising.
- Excellent written, verbal, and interpersonal communication skills, great attention to detail, the ability to process and maintain confidential information, and develop strong relationships with both internal and external constituencies to promote a positive collaborative spirit across the organization’s network.
- In-depth knowledge of the communities served by Butterfly Pavilion.
- Experience using donor CRM.
- Public speaking and Spanish language skills a plus.

How to Apply:

Butterfly Pavilion is an Equal Opportunity Employer and encourages people of all backgrounds to apply for open positions and does not discriminate based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty or veteran status.

Applicants must submit a Resume and Cover Letter to the following link: https://www.applicantpro.com/openings/butterflies/jobs/2734396-20970

Position is open until filled. No phone calls or drop-ins please.