



Job Description: Development Officer

Reports to: Director of Philanthropy
Status: Exempt
Schedule: Full-time, with occasional weekend, evening and holiday hours
Revision Date: November 2017

Position Summary

Leads the Botanical Garden's Corporate Partner program and holds an integral leadership role in the Annual Fund campaign. In this position, the Development Officer is responsible for identifying, cultivating, soliciting and stewarding a portfolio of donors and prospects. As an integral member of the philanthropy team, the Development Officer takes a lead role in setting the strategy and vision for the development of marketing and fundraising campaigns that will result in increased donations and member engagement. Collaborates with colleagues to maximize total gift revenue through identification, gift planning, annual fund strategies, sponsorships and relationship building.

Primary Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and perform other duties as assigned.

- Manages the Botanical Garden's Corporate Partnership program and holds an integral leadership position to achieve the annual fund campaign with individual and corporate donors
- Identifies, cultivates, solicits and stewards a portfolio of donors and prospects, including individuals, corporations and foundations, through in-person visits and other forms of direct personal contact in accordance with performance targets set by the Botanical Garden philanthropy and leadership teams
- Supports a culture of philanthropy by ensuring proper acknowledgement, recognition and stewardship of donors
- Participates in developing marketing, sponsorship and campaign materials and brochures; works in team collaboration to prepare reports and prospect research materials
- Conducts research to identify prospective donors and creates strategies to match prospects' interests to the priorities of the Botanical Garden
- Serves on a team that conducts and participates in short- and long-range strategic planning activities to create and implement fundraising goals and objectives
- Plans and conducts activities designed to increase the visibility of the Botanical Garden to internal and external constituencies
- In collaboration with direct supervisor and members of the philanthropy team, develops and manages budgets for fundraising strategies for the annual fund campaign, corporate partnership and sponsorship programs
- Makes effective use of the Botanical Garden's donor management database and other organizational resources to ensure appropriate management of donors, prospects, Board Directors and volunteers in coordination with the Botanical Garden's objectives
- Perform other departmental-related duties as requested or assigned by the Director of Philanthropy

Success Factors

In conjunction with position-related skills, the successful candidate will become an integral member of the Botanical Garden team with these criteria:

- Serves as part of a cross-departmental team that delivers a superior guest experience, drives membership and promotes the Botanical Garden mission and offerings at special events, outreach opportunities and in the greater community

- Develops, maintains and promotes positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media and the general public in order to achieve departmental and organizational goals
- Maintain a commitment to, and ability to convey, the Botanical Garden's mission with genuine passion, and the willingness to continually learn about the programs and mission

Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required for this position.

Education and Experience

- Bachelor's degree or equivalent experience is required
- 2-3 years of experience in development, sales or related field

Knowledge, Skills and Abilities

- Strong communication skills, both written and verbal
- Strong process, planning and implementation skills
- Creative problem solver and strategic and organized thinker
- Excellent time-management skills to handle a variety of assignments simultaneously under a variety of deadlines and other constraints
- Ability to understand and interpret instruction to work effectively and efficiently independently with minimal supervision as well as part of a team
- Attention to detail and accuracy with regard to handling data and executing reports
- Advanced proficiency in Microsoft office programs with emphasis on Word and Excel; donor database experience and proficiency essential

The Ideal Candidate

- Really, truly enjoys 'sales' – which we define as effectively telling the story of the Botanical Garden and being bold in asking for support for our mission
- Has an incredible level of persistence – keeps going toward the goal and can keep others moving forward as well
- Is open and coachable – this is a life-long learner who has a few key mentors whose honest feedback he or she continually seeks out and implements

Work Environment and Physical Demands

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Continuous communication and/or interaction with staff, volunteers, visitors and management
- Occasional evening, weekend and/or holiday work may be required to meet departmental deadlines or to provide staff support at events
- Occasional bending, stooping, reaching, crouching or light lifting (up to 15 lbs)
- Ability to operate a motor vehicle for frequent local travel

About the Organization

The Greater Des Moines Botanical Garden is a 501(c)(3) privately governed, not-for-profit public garden situated on 14-acres in the heart of downtown Des Moines. At the Botanical Garden, we are passionate about exploring, explaining and celebrating the world of plants. Beyond the beauty and inspiration of our urban setting, we are dedicated to creating signature, memorable experiences through progressive garden design and innovative programming. People, plants and passion are the focus of what we do. By educating and enriching the lives of our guests, we provide a valuable resource for our community and forge partnerships stronger than the sum of our individual parts.

Our team at the Botanical Garden takes pride in our core values and is dedicated to demonstrating them in our daily work.

Teamwork – We achieve together what we cannot achieve alone.

Trust – We are confident in each other's integrity, strength and ability.

Creativity – We embrace the spirit of innovation to find a better way.

Excellence – We expect and deliver a superior experience that exceeds expectations.

Position Application

Qualified candidates should submit a cover letter, application, three references and a resume to bghr@dmbotanicalgarden.com. Review of applications will begin immediately and remain open until the candidate is hired. Only electronic applications are accepted; no paper applications will be considered.