



McIntire Botanical Garden (MBG) seeks a self-motivated, collaborative, and experienced fundraising professional to serve as the full-time Director of Development (DoD). This is a remarkable opportunity to lead development efforts for a young garden as it works towards design and build out.

Reporting to the Executive Director (ED), the DoD will be responsible for conceptualizing and leading a capital campaign to raise philanthropic support for MBG. The DoD will be a strong partner with the ED in defining campaign priorities, managing an annual giving program and a portfolio of major gift prospects, and other fundraising efforts.

The DoD will be a talented professional with an exceptional track record regarding closure of five and six figure gifts, board development, budget forecasting, and building strong interpersonal relationships.

Responsibilities:

- Focus on developing and cultivating a portfolio of potential individual donors and soliciting these prospects for major gifts of \$10,000 and above. Continue to develop, cultivate and steward relationships with existing donors. Travel locally for donor/prospect visits.
- Work collaboratively with the Board and other volunteers to achieve fundraising goals.
- Work with Development Committee Chair to plan meetings and implement strategies.
- Plan and execute MBG annual fund including multiple appeal solicitation mailings per year.
- Create and implement cultivation structures that include prospect strategy development, preparation of written materials (in conjunction with marketing), design and implementation of cultivation events, direct solicitation and solicitation in tandem with the board, volunteers, and other staff.
- Research and write grants to secure funding to help further the MBG mission.
- Manage development budget and forecast for the organization. Work with Treasurer on monthly reconciliation and other projects.
- Set priorities and expectations; maintain comprehensive metrics to track areas of success and improvement. Report on metric to the Board and ED regularly.
- Use eTapestry software to maintain and review database and generate reports.
- Oversee gift acknowledgement process.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree with at least four years of previous fundraising experience.
- Ability to effectively articulate MBG's mission, strategic aims and fundraising programs.
- Excellent communication and collaboration skills; ability to address challenges with grace, wisdom, and presence. Proven ability to communicate across a broad range of audiences and network within the community.
- Expertise in securing outright, estate, and blended gifts from a wide variety of fundraising sources including individuals, corporations, and foundations.
- Experience managing a significant fundraising campaign or capital campaign in which desired goals were met.
- Experience with financial forecasting, budgeting, strategic planning, and working with senior leaders and boards.
- Experience managing high-level relationships.
- High-level working knowledge of eTapestry software.
- Ability to handle confidential and sensitive information.
- Ability to work accurately and efficiently both independently and as a member of the MBG staff.
- Proven command of cultural sensitivity: value and embrace cultural, political, and social differences.
- Schedule flexibility, some evening and weekend hours will be required. Ability to travel locally and live in the MBG service area.
- Valid driver's license.

How to Apply:

- Please submit a resume, cover letter, writing sample, and three references (to include one manager, one board member or volunteer, and one donor) to Jill Trischman-Marks at info@mcintirebotanicalgarden.org. Applications that do not contain all of the required documents will not receive full consideration. The search will be carried out with full confidentiality; candidates will be notified before references are contacted.
- MBG provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type. MBG is committed to building a team that values diverse perspectives, inclusive policies, and equitable practices. Candidates of all races, ethnicities, nationalities, religions, genders, sexual orientations, ages, and abilities are encouraged to apply.