



## **Botanical Garden of the Ozarks**

**Title: Director of Development**

**Reports To: Executive Director**

The Director of Development is a key management position that will plan, organize, and direct all fundraising initiatives for the Botanical Garden of the Ozarks, while measuring effectiveness and responding to the continuing goals of the organization through traditional and innovative fundraising practices. Integrity, innovation, resourcefulness, and advocacy are key personal assets required to guide Development at BGO.

### **Duties and Responsibilities**

- Develop and manage the Development budget
- With the Executive Director, nurture, and advance key donor relationships
- Increase philanthropic revenue through diverse fundraising, major gifts, and corporate grant initiatives
- Develop and implement new fundraising campaigns including special events, grants, corporate sponsors, individual giving and online donor strategies
- Strengthen the Annual Fund program as it relates to the goals and needs of the annual operational budget
- Develop a Major Giving program to include all phases of the development cycle
- Serve as organizational expert on legislative and ethical practices pertaining to development fundraising
- Research corporate and foundation support to identify financial and in-kind opportunities
- Research and write all corporate and foundation grant solicitations, individual prospectuses, and annual cases for support
- Represent BGO at community functions to enhance the organizational image and serve as a primary advocate
- Evaluate and coordinate BGO's marketing plan on all media platforms to ensure consistent representation of fundraising activities
- Collaborate with marketing team to ensure a cohesive brand in all stakeholder communications materials

### **Required**

- Bachelor's degree in marketing, communications, public relations, non-profit management, or related field of study
- 3-5 years non-profit fundraising, marketing, and communications experience with proven track record of growth
- Strong written and verbal communications skills
- Experience developing, cultivating, and sustaining a diverse funding base including private giving, corporate and individual donors, and memberships
- Knowledge and experience stewarding donors and members

**Preferred**

- Strong public relations experience with the ability to engage a wide range of stakeholders
- Persuasive and passionate communicator with excellent interpersonal skills
- Ability to work effectively in collaboration with diverse groups of people

This position is a full-time, exempt position. Must be available some weekends and evenings.  
Salary commensurate with experience