



Botanical Garden of the Ozarks

Title: Director of Development

Reports To: Executive Director

The Director is responsible for planning, managing, and implementing activities that increase, diversify, and sustain philanthropic support for the Botanical Garden of the Ozarks from individuals, corporations, foundations, and the government. In this role, the Director identifies, develops, and fosters relationships with all donors, members and supporters. S/he is responsible for serving as team lead for forecasting, researching, soliciting prospects, writing grant proposals and reports and for developing appropriate strategies to meet annual financial goals.

Responsibilities

Strategy and Leadership

- Create and execute strategy to build and sustain a large base of annual supporters including individual donors and members, as well as corporate, foundation, and government sponsors.
- Work with team leads to identify funding needs, preferred funding targets and approaches; communicate fundraising goals and progress.
- Manage and develop fundraising staff to meet goals and objectives, building their skills as professionals.
- Participate in strategic planning of programs and new initiatives.
- Recruit, train and manage volunteers to strengthen fundraising activities.

Fundraising

- Develop, establish and implement the infrastructure needed to increase the solicitation of major gifts, federal and state grants, and corporate and foundation support.
- Identify, develop, solicit, cultivate and maintain key long-term relationships with donors and prospects.
- Expand and diversify donor base/pipeline and work closely with other team members to secure funding for existing and new initiatives.
- Develop and execute annual fundraising plan and special campaigns.
- Research and write all grant/application proposals for multiple donor sources.
- Oversee the development and execution of proposals, and the archiving of all proposals with a long-term relationship-management approach.
- Track proposals and reports for all fundraising.
- Work closely with team leads to ensure grants and gifts are managed properly, and reports are submitted accurately and on time.
- Manage, evaluate, and enhance memorial/honorarium programs.

Sponsorships & Gifts-In-Kind

- Oversee the research, identification, and solicitation of potential sponsorships along with the development of sponsorship related materials for events and other programs.
- Support the management of event and program sponsors including managing sponsor relations and deliverables.

Memberships

- Develop strategy and oversee implementation of all member programming and services, including member renewal, recruitment and retention.
- Oversee long and short-term membership acquisition and renewal campaigns.
- Work closely with team leads to ensure the delivery of timely and high-quality member experience.

Other Duties

- Share in the day-to-day operations of the organization as it relates to the duties of the position (i.e. special projects, manager on duty shifts, logistics, etc.).

Qualifications

GENERAL REQUIREMENTS:

- Bachelor's degree in nonprofit management, business, social/human services, or related field, CFRE a plus
- Minimum 3 years' experience and a proven track record raising funds, with a preference for experience managing grants and soliciting major gifts from individuals
- Strong interpersonal, decision-making, and leadership skills with an ability to inspire others
- Excellent verbal and written communications skills.
- Strong administrative and organizational skills.
- Ability to manage multiple tasks accurately within deadlines.
- Ability to work autonomously in a team setting.
- Effective working with others to reach common goals and objectives.
- Experience with program evaluation, data collection and analysis.
- High degree of computer literacy with excellent knowledge of word processing, spreadsheet, and data base software application.
- Outstanding project management skills, with the ability to drive complex, multi-faceted projects forward to deliver results on time; advanced problem-solving and decision-making skills with the ability to multi-task and handle a high-pressure environment with timeline pressures.
- Good moral character, mature judgment and a strong sense of responsibility and dedication.
- Highly positive and enthusiastic style; capable of motivating others.
- Customer service oriented.

Additional Information

This is a full-time exempt position which is benefits eligible.

Must be available some weekends, evenings, and holidays.

Salary Information

Starting salary \$50,000, commensurate with experience.

Application Instructions

To apply, please email your resume, cover letter and three professional references to

Paul Prewitt, Executive Director, at pprewitt@bgozarks.org.