

**FRIENDS OF THE BOERNER BOTANICAL GARDENS
POSITION DESCRIPTION**

POSITION TITLE: Development Manager
DEPARTMENT: Fundraising/Event Planning & Facilitation
REPORTS TO: FBBG President/CEO
JOB CLASSIFICATION: Full-time

I. MAJOR JOB FUNCTION

The Development Manager is responsible for developing, managing and implementing an effective annual fundraising plan for FBBG. This position works under the direction of the President/CEO *and* with the FBBG Development Committee, various board members, FBBG staff and members of the general public. Primary areas of responsibility are: cultivation of major gifts/grant writing, annual fundraising drive, fundraising events, FBBG membership drive and focus on community awareness building for the gardens and garden programming.

II. RESPONSIBILITIES:

- Identifies, cultivates, solicits and stewards donors/donor prospects; individually and with CEO.
- Implements/manages a systematic data base tracking process.
- Develops and oversees production of fund-raising collateral materials.
- Facilitates special fundraising events and donor recognition activities.
- Coordinates and facilitates development timelines.
- Develops annual Development budget with CEO.
- Develops/implements with the Dev. Comm., a comprehensive planned giving program.
- Coordinates timely dissemination of promotional & outreach information to major donors, such as solicitation letters, program updates, etc.
- Develops/facilitates FBBG annual membership drive w/CEO
- Facilitates memorials/honorariums for BBG.

III. REQUIREMENTS

- Proven, high degree of personal accountability.
- Four year degree (marketing, communications/PR, related disciplines).
- 2>3 years fundraising experience.
- Proven experience in achieving objectives.
- Excellent oral and written communication skills.
- Effective time management, follow-through, organizational & interpersonal skills.
- Ability to work at a fast pace with a high level of accuracy and attention to detail while managing multiple projects/duties.
- Computer literacy: Microsoft Word, Excel, Outlook; Photoshop (a plus but not required).
- Professional appearance and demeanor.
- Excellent verbal and written communication skills.
- Must be a team player.

Please provide cover letter and resume to ehayward@fbbg.org.