



JOB DESCRIPTION

DEPARTMENT: Development	TITLE: Director of Development	REPORTS TO: Chief Executive Officer
DATE EFFECTIVE: March 1, 2020	FULL-TIME or PART-TIME: Full-Time	EXEMPT or NON-EXEMPT: Exempt

ABOUT THE SAN ANTONIO BOTANICAL GARDEN

For nearly 40 years, the San Antonio Botanical Garden (Garden) has inspired people to connect with the plant world and understand the importance of plants in our lives. Recognized nationally for commitment to outstanding displays, botanical diversity, education, environmental stewardship, and experiences that connect people to the natural world, the Garden is a top San Antonio attraction that serves as a museum of plants, a tranquil escape, a living classroom, a research and conservation facility, and entertainment venue where art, architecture, music, and theater experiences come to life for more than 160,000 annual visitors. The Garden features 38 acres of nature space located deep in the heart of San Antonio. For more information, visit www.sabot.org.

SUMMARY OF RESPONSIBILITIES

The Director of Development is responsible for the overall advancement strategy for the San Antonio Botanical Garden and seeks to move the organization towards a culture of philanthropy by integrating fundraising and communications efforts across all aspects of the Garden. The Director of Development will build on the Garden's strengths and create a more vibrant and sustainable public asset by guiding and directing a high-quality, effective, and professional advancement program. Additionally, the Director of Development will provide leadership in all advancement efforts, including major gifts, planned giving, grants, annual giving, external relations, donor services, and communications and marketing. The Director of Development is a member of the senior leadership team, reports to the Chief Executive Officer, and supports a growing division made up of five team members and one grants contractor initially. This position requires strategic thinking, creativity, vision, excellent communication skills, and sound leadership. Being a visible, participatory leader will be important in making connections to new and established donors; and in shaping the philanthropic arm of the Garden.

LEADERSHIP, STRATEGY & ENGAGEMENT

- Assess the philanthropic potential of the organization. Building on the Garden's successful GROW Campaign, craft a sophisticated multi-year fundraising effort that will generate short-term results as well as sustainable long-term growth. Provides a signature guest experience through outstanding customer service.
- Develop a strategic and collaborative fundraising program that includes ways to deepen and diversify the funding base; increase restricted and unrestricted funds from all constituencies; carefully monitor the costs associated with fundraising, ensure that internal resources are appropriately utilized, and demonstrate philanthropic achievements.
- Work closely with the Chief Executive Officer and other senior leadership team members to articulate the case for each program's funding priorities, and match those with specific individual, corporation, and foundation interests to ensure that philanthropy meets targeted needs and goals.

- Oversee the careful elevation and visibility of the San Antonio Botanical Garden's brand through strategic and intentional communication and marketing efforts.
- Focusing on audience engagement and one of the key revenue sources for the Garden, provide strategic direction in shaping and growing the membership program and the various ticketing, group sales and premier ticket offerings.
- Provide support and direction in communicating key messages to all constituents of the Garden.

TEAM BUILDING

- Maintain a flexible leadership style that empowers staff through active communication and delegation; and promotes intra- and interdepartmental teamwork.
- Foster an environment of achievement and ensure staff accountability for excellence through clearly defined and measurable department and individual work goals.
- Create a climate that promotes respect for others and acceptance of alternative ideas and approaches, as well as the highest ethical standards and practices. Embrace diversity as a strategic advantage.
- Provide leadership, guidance, and support in the areas of relationship management, gift reporting, acknowledgment, accounting, and data integrity.

RELATIONSHIP MANAGEMENT

- Partner with and support the Chief Executive Officer and Board leaders in order to ensure their efficiency and effectiveness as the organization's chief spokespersons and fundraisers. Similarly, guide and support key staff and volunteer leadership with respect to cultivation, solicitation and stewardship efforts, and utilize their time and talents appropriately ensure their effectiveness as spokespersons and fundraisers.
- Provide a high level of support to Board members and other high-level volunteers on development-related activities in ways that inspire them to action and strengthen their intellectual and emotional commitment.
- In partnership with the governance committee, identify new Board prospects who are key leaders with an affinity for the mission and programs of the San Antonio Botanical Garden, with an eye towards building the Garden network.
- Enlist senior staff, as appropriate, in educating current and prospective donors in ways that raise funders' sights about the Garden's mission and impact. Collaborate across divisions and departments to create an environment that nurtures and integrates a culture of philanthropy throughout the organization.

PORTFOLIO MANAGEMENT

- Maintain a significant portfolio of individual gift donors while facilitating relationships between donors and the Executive Director, Board members, and program leadership. Personally, cultivate and solicit high level gifts from a portfolio of current and prospective donors (individuals, corporations and foundations).
- Systematically identify, cultivate, solicit, and steward new individual, corporate, and foundation donors capable of making significant contributions to the Garden. Educate targeted donors on the Garden's mission, programs, and impact; and develop specific planned giving strategies and tailored cases for support.
- Maintain existing donor relationships and deepen those alliances through regular, relevant communications and stewardship.

QUALIFICATIONS

- Requires a four-year college degree, advanced/professional degree is preferred.
- An established leader with at least 10 years of senior development experience, and with demonstrable achievements in departmental management, personal fundraising and broad knowledge of the importance of integrating fundraising with communications and marketing.
- Demonstrated ability and experience building on an existing development program, including individual and institutional philanthropy, in such a way that has been a major step up.
- Proven ability to personally develop strategies, cultivate, solicit and steward major and institutional donors at significant six- and seven-figure levels. The ability to inspire high-net worth individuals and major foundations to financial leadership.
- Demonstrated experience training and working with executives, senior staff and board members in development-related activities, providing them with quality support and intelligence, and increasing their comfort with and success in fundraising.
- Success in increasing the effectiveness of development staff through established objectives, performance standards and quantifiable benchmarks.
- Strong interpersonal skills with the intellectual and emotional depth, maturity and collaborative skills to work effectively across the entire organization and all levels.
- Ability to work on multiple fronts in an advancement operation and deal with frequent deadlines.
- Extraordinary communication skills, written and verbal, and the ability to advocate for connecting people to the plant world through experience, education, and research.
- Strategic thinking and creative approaches to problem-solving, linked to practical and effective implementation.
- Strong management skills, both strategic and operational, and a demonstrated ability to build, manage, mentor and motivate a diverse and effective team.
- A strong work ethic, ability to maintain and model high personal, ethical and professional standards, as well as an outgoing and positive personality. *A sense of humor and perspective.*

Compensation: Compensation will be commensurate with the qualifications and experience of the individual.

Application Instructions:

To apply, email a cover letter and resume to employment@sabot.org. Please add in the email subject line **Director of Development**.

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees and are subject to change as needs and programs change. At the San Antonio Botanical Garden, they are considered neither inclusive nor exclusive.

The San Antonio Botanical Garden is an Equal Opportunity Employer