ABOUT THE SAN ANTONIO BOTANICAL GARDEN
For nearly 45 years, the San Antonio Botanical Garden (Garden) has been enriching lives through plants and nature. The Garden is a world class garden recognized for outstanding horticulture displays, botanical diversity, education, conservation, and experiences that connect people to the natural world. The San Antonio Botanical Garden embraces the sense of place that makes San Antonio unique and features thirty-eight acres of nature space located deep in the heart of San Antonio, has welcomed more than 400,000 visitors, and has over 13,000 member households. For more information, visit www.sabot.org.

SUMMARY OF RESPONSIBILITIES
Working with the CEO, the Chief Development (CDO) will be responsible for leading and implementing the organization’s fundraising strategy, building, and managing the development team, and driving advocacy and awareness of the organization’s mission, need, and deliverables to expand mission impact and organizational growth. The CDO will build on the Garden’s strengths and create a more vibrant and sustainable public asset by working with the CEO, the development team, and Board of Directors to grow and sustain a high-quality, effective, and professional advancement program. The CDO is a member of the Development team and reports to the CEO. This role has four direct reports: Vice President of Development, Director of Membership, Director of Guest Experience, and Director of Events and Concessions. This role leads a growing Development Department of 15 team members.

KEY RESPONSIBILITIES
Create and Implement a Comprehensive Fundraising and Marketing Strategy
- Develop and execute a comprehensive fundraising strategy that includes identifying and cultivating individual, corporate, and foundation donors and prospects.
- Lead and manage all aspects of the fundraising program, including major gifts, planned giving, annual fund, special events, and grant writing.
- Working with the Marketing Team, develop and implement a marketing strategy to support fundraising efforts, including creating collateral materials, social media content, and other communications to promote the organization’s mission, programs, and services.
- Work closely with the CEO and Board of Directors to develop and maintain relationships with key stakeholders, including donors, volunteers, and community leaders.

Drive Awareness and Advocacy of the Organizational Mission, Need, and Deliverables to Expand Mission Impact and Organizational Growth
- Develop and implement strategies to raise awareness of the organization’s mission, programs, and services to increase its visibility and support.
- Develop and implement strategies to engage and mobilize supporters to advocate for the organization’s mission and its impact on the community.
- Represent the organization at community events, conferences, and other public forums to enhance the organization’s visibility and influence.
- Identify and cultivate relationships with key stakeholders, including potential donors, community leaders, and elected officials, to advance the organization’s mission and goals.
Staff Management & Mentorship
- Build and manage a high-performing development team that is aligned with the organization’s mission, values, and strategic priorities.
- Provide leadership, guidance, and mentorship to development staff to build their capacity to achieve fundraising goals and to support the organization’s mission and goals.
- Foster a culture of collaboration, innovation, and continuous learning within the development team and across the organization.
- Develop and implement performance metrics and evaluation tools to ensure the team’s performance meets or exceeds fundraising targets and other organizational goals.

Build a Donor-Centered Strategy
- Develop and implement a donor-centered fundraising approach that builds strong relationships with donors, emphasizes the organization’s mission and impact, and encourages donor engagement and investment.
- Develop and maintain a donor recognition program that celebrates and acknowledges donors’ contributions to the organization.
- Ensure the timely and accurate acknowledgement of all gifts and donations and the proper stewardship of donor relationships.
- Work with the CEO and Board of Directors to develop and maintain a robust donor pipeline to support the organization’s long-term fundraising goals.

Build the Infrastructure and Team to Conduct a Well-Crafted Donor-Centered Development Plan
- Develop and maintain effective systems and processes to support fundraising and development operations, including gift processing, database management, and reporting.
- Develop and implement a fundraising plan that includes clear goals, metrics, and timelines for achieving fundraising targets.
- Build and manage a budget for the development team that is aligned with the organization’s strategic priorities and goals.
- Identify and implement technology solutions to support fundraising and development operations and to enhance donor engagement and stewardship.

Major Donor Cultivation & Engagement:
- Develop and implement strategies for identifying and cultivating major gift prospects, including individuals, corporations, and foundations, to expand the organization’s donor base.
- Develop and maintain relationships with major gift donors through personalized engagement and stewardship activities, such as one-on-one meetings, cultivation events, and recognition programs.
- Work closely with the CEO and Board of Directors to solicit major gifts and to develop tailored proposals and gift agreements that align with donors’ interests and the organization’s priorities.
- Develop and manage systems for tracking and reporting on major gift fundraising progress and success.

Executive Leadership Team Leadership, Planning and Strategy:
- Serve as a key member of the executive leadership team, working collaboratively with the CEO and other senior leaders to develop and implement the organization’s strategic plan and vision.
- Provide leadership and direction to the development team and other departments as needed to ensure alignment with the organization’s goals and objectives.
- Lead the annual planning and budgeting process for the development department, ensuring that goals are specific, measurable, attainable, relevant, and time-bound (SMART).
- Provide regular updates to the CEO and Board of Directors on fundraising progress and challenges and make recommendations for course correction as needed.

San Antonio Botanical Garden  Chief Development Officer (CDO)
• Represent the organization in public forums and develop and maintain relationships with external stakeholders, including donors, community leaders, and peer organizations, to advance the organization’s mission and goals.

QUALIFICATIONS
• Requires a four-year college degree, advanced/professional degree is preferred.
• An established leader with at least 15 years of senior development experience, and with demonstrable achievements in staff management, personal fundraising, event fundraising and development, volunteer management, and broad knowledge of the importance of integrating fundraising across the organization and working closely with communications and marketing to elevate fundraising.
• Demonstrated experience training and collaborating 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.
• 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 lead, 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 keen sense of humor and realistic perspective are key.

Compensation: Compensation will be commensurate with the qualifications and experience of the individual. The salary range for this role is $160,000 to $180,000 annually. A final compensation package will be determined based on qualifications and experience.

Application Instructions:
To apply, email a cover letter and resume to employment@sabot.org. Please add to the email subject line Chief Development Officer (CDO).

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