

# TOWER HILL

BOTANIC GARDEN

## ASSISTANT DIRECTOR OF DEVELOPMENT MAJOR GIFTS

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**Direct Manager:** Director of Institutional Advancement

**Department/Group:** Advancement

**Job Category:** Exempt, Full-Time

**Location:** Boylston, MA

**Travel Required:** Occasional / Regional

**Salary Or Rate Range:** Commensurate with Experience

**Contact:** Ali Kane, [akane@towerhillbg.org](mailto:akane@towerhillbg.org)

### THE ORGANIZATION

Tower Hill Botanic Garden's mission is to inspire the use and appreciation of horticulture to improve lives, enrich communities and strengthen commitment to the natural world. Over the past few years, the organization has enjoyed dramatically increasing visitation, a heightened public profile, and seen a significant increase in private philanthropic support. Our core values are Learning, Stewardship, Sustainability, Inclusivity, Joy and Excellence. Our vision is to grow our gardens and programs to connect with new audiences and deepen our relationship with those who know us. Our gardens will become a must-see destination drawing visitors from near and far. We will strive to become a collection of people and plants that can make a difference beyond our boundaries. We will work with others to develop and disseminate plant-based solutions to societal issues. Finally, we will lead some of those efforts to build a better world with plants and people.

### GENERAL SUMMARY OF THE POSITION

Under the general direction of the Director of Institutional Advancement, the Assistant Director of Development for Major Gifts will be responsible for developing and managing a pool of prospects that have the potential to contribute \$10,000 - \$50,000 or more in support of the institution's fundraising priorities. The position will play an important role in securing philanthropic investments for Tower Hill's comprehensive fundraising campaign, Growing Boldly, and in increasing support for the operations of the Garden.

### RESPONSIBILITIES

- Focus on securing support for Campaign priorities, or for other fundraising initiatives as assigned.
- Responsible for soliciting major gifts of \$10,000 and higher, as well as growing the base of annual John Green Society donors (\$1,250+ annual unrestricted gifts).
- Build and manage a prospect portfolio of 75-125 individuals, foundations, or corporate entities.
- Schedule approximately 100 donor meetings annually for the purpose of identification, cultivation, solicitation and stewardship of new and existing prospects.
- Identify and research prospective new donors.
- Provide counsel to institutional leadership, staff, and volunteers on outreach and prospect engagement strategies and support their cultivation and solicitation activity, as necessary.
- Monitor all prospect contacts to ensure positive and purposeful prospect and donor relations.

- Recommend and assist with fundraising-related programming and events involving the President, CEO, staff, and campaign volunteers.
- Assist with the development and execution of fundraising programs, such as planned giving or corporate sponsorship initiatives.
- Lead or support the development of grant proposals for major prospective funders.
- Build internal working relationships with staff across departments and develop a deep understanding of the work of the Society.
- Adhere to the highest ethical and professional standards; demonstrate empathetic disposition and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors.
- Perform other duties as required.
- Reports to the Director of Institutional Advancement and works collaboratively and strategically with the CEO, other staff, and volunteers to advance organizational priorities.

### **SCHEDULE**

The position is salaried and exempt from overtime. The standard work schedule for this position is Monday-Friday. However, the schedule may be flexible to suit the needs of the organization and may at times involve weekend or evening hours.

### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree or equivalent
- Five or more years of successful fundraising or relevant experience.
- Must be a highly energetic professional with a track record of building prospect relationships and attracting private investments and philanthropy.
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the organization.
- Genuine interest in horticulture, cultural education, and/or conservation and in promoting the organization's mission and fundraising priorities.
- Demonstrated initiative and the ability to successfully manage complex projects and adhere to deadlines.
- Excellent written and oral communication skills.
- Exceptional interpersonal and highly sophisticated networking skills.
- Experience with Raiser's Edge or similar CRM software and skill with standard productivity software.
- Must be willing to travel. Occasional travel will be required, primarily within Massachusetts and New England.
- Ability to effectively work as part of a team

Please send resume and cover letter to Ali Kane, Executive and Advancement Assistant, at [akane@towerhillbg.org](mailto:akane@towerhillbg.org).