Tower Hill Botanic Garden, PO Box 598, Boylston MA 01505 508-869-6111

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| **Direct Manager:** | Director of Institutional Advancement | | |
| **Department/Group:** | Advancement | **Job Category:** | Exempt  Permanent  Full-time |
| **Location:** | Boylston, MA | **Travel Required:** | Occasional |
| **Salary or Rate Range:** | Dependent on experience | **Contact** | Thaddeus Thompson, Director of Institutional Advancement [tthompson@towerhillbg.org](mailto:tthompson@towerhillbg.org) |

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. Our core values are Learning, Stewardship, Sustainability, Inclusivity, Joy and Excellence. Our vision builds on Tower Hill Botanic Garden’s unique vantage point atop Tower Hill in Central New England. We will 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.

The Development Manager is responsible for managing and overseeing, in concert with the Director of Institutional Advancement and Manager of Major Gifts, the expansion of the financial foundation of the Worcester County Horticultural Society. Particular focus for the Development Manager is on the raising of annual unrestricted support for operations.

**Specific Responsibilities:**

* Manage the Annual Fund, including the development of periodic print and electronic fundraising appeals. This position is responsible for monitoring and implementing all activities related to appeals, including working with outside vendors and consultants. Identify trends, track performance, and recommend strategies and tactics as appropriate.
* Identify and pursue viable sources of corporate, foundation, and government philanthropic support, most especially to fund operations, but also in support of any fundraising campaign priorities. Manage the Department’s grant writing program, including strategizing in partnership with the Director of Institutional Development to meet goals. Coordinate and complete grant applications and stewardship reports, working as necessary with other staff and departments.
* Manage and implement development-related events, including fundraising galas, John Green Society events, and other donor gatherings.
* In concert with the Director of Institutional Advancement and the Manager of Major Gifts, assist with the identification of prospects and with the cultivation, solicitation, and stewardship of the donor base. Assist with the management of prospect data and the recording of donor actions in the Raiser’s Edge database.
* Support the commemorative giving program at Tower Hill. This is comprised of communicating and touring with prospects, and soliciting donations for memorial dedications (ie. trees and benches), as well as assisting with any events associated with commemorations.
* Support the Director of Institutional Advancement and Development Committee in the implementation of any fundraising campaigns.
* Participate in the development and oversight of departmental budgets and workplans.
* As may be appropriate, participate in the supervision of Advancement support staff.
* Other projects or tasks, as assigned.

**Education and Experience**

* Extensive experience with fundraising in a non-profit environment (3-5+ years of professional experience or the equivalent strongly preferred).
* Demonstrated personal success in the cultivation, solicitation, and stewardship of donors (both individual and institutional).
* Knowledge of best practices and trends in non-profit fundraising, most particularly in the area of annual fundraising and grant-making. Experience with financial management and marketing is desirable.
* Experience in using and managing data in Raiser’s Edge or similar CRM, and proficiency with standard productivity software, such as Excel and PowerPoint.
* Strong relationship builder capable of interacting in a professional manner with opinion leaders, donors, and support staff and proven expertise working effectively and collaboratively with a diverse range of constituents.
* Strong interpersonal, written, and verbal communication skills.

Tower Hill Botanic Garden is an Equal Opportunity Employer.