



ASSISTANT DIRECTOR OF PHILANTHROPY, INSTITUTIONAL GIVING

[Phoenix, AZ](#)

Job Type

Full-time

Description

NOTE: Desert Botanical Garden requires all staff to be fully vaccinated by January 1st, 2022. We do have exemptions for medical reasons or sincerely held religious beliefs that would be evaluated on a case-by-case basis to determine if we can accommodate.

Position Purpose

Manage all aspects of the Garden's relationships with corporate and foundation donors and selected government agencies, with revenue generating responsibility for annual operating budget and special initiatives. Work closely with the Visitor Experience & Community Engagement and Desert Horticulture & Conservation teams to identify and develop funding and sponsorship opportunities. Collaborate with Marketing Communications to fulfill sponsorship opportunities. Collaborate with colleagues in Membership & Philanthropy (MAP) and Development Committee to identify, cultivate, solicit, and steward donors.

Essential Duties

- Responsible for gifts from corporations, corporate foundations, independent foundations, and larger family foundations
- Support grant requests to government agencies in close collaboration with other Garden teams
- Develop and describe programs for institutional donors.
- Identify, research, develop, and implement cultivation, solicitation, and stewardship strategies for all institutional prospects.
- Write proposals for grants and for sponsorships, and serve as a proposal resource for the MAP department. Serve as lead staff member of the internal Program Development Council.
- Develop and manage all corporate sponsorships in collaboration with the Director of Marketing Communications, appropriate senior managers, and special event planning committees.
- Serve as a member of the staff team to support the Dinner on the Desert Table Sales & Sponsorship Chair with institutional gifts; support and motivate the Development Committee.
- Oversee data entry, acknowledgements, and progress reports for institutional gifts with Development Operations. Steward and fulfill donor recognition and benefits, including management and delivery of all institutional giving donor reports.
- Recruit, train, and coordinate volunteer support and an independent grant-seeking contractor, as needed.
- Accept assignments for staffing selected volunteers; contribute to prospect review, profile and strategy preparation, proposal development and reports for individuals, etc.
- Supervise, motivate, coach, and evaluate assigned staff.

Requirements

- Bachelor's degree and at least five years' related work experience, preferably in non-profit development
- Proven track record in building successful relationships and developing winning proposals
- Ability to identify, research, and manage prospects
- High level of self-direction, self-motivation, and ability to set priorities, reach goals, consistently meet deadlines, and evaluate and report results
- Excellent speaking and writing skills
- Ability to secure support and deliverables from others and work effectively with senior managers, organization leaders, volunteers, and program staff.
- Skills in planning, project management, and collaboration with others
- Experience with Sponsorships and Marketing preferred
- Experience managing staff is a plus
- Grantsmanship training and experience preferred
- Proficiency with Microsoft programs, internet research, and budget development
- Knowledge of Raisers Edge and CFRE certification preferred
- A valid driver's license is required
- Ability to work off-hours with occasional evenings, weekends, and holidays

Equipment Used

Typical office equipment.

Internal Communication

Frequent interaction with all Garden employees.

External Communication

Regular communication with Garden employees, donors, potential donors, and others. This could be in person, via telephone, and/or email.

Working Conditions

No physical effort beyond what's typically required in a normal office environment. Time periods of high workload may require additional hours. The noise level in the work environment is usually moderate.

Must be able to walk, sit, stand, stoop, kneel, bend, see, hear, speak, read, and type. Manual dexterity and the ability to lift up to 10 pounds required.

Reasonable accommodations may be made, when necessary and feasible, to allow a qualified individual to perform essential job functions.

Diversity, Equity, and Inclusion

Desert Botanical Garden is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law. The Garden fosters and supports workplace diversity, equity, and inclusion to honor the unique perspectives, experiences, and contributions of all, to celebrate successes, and to cultivate individual and institutional excellence.

All employees will help add to the Garden's diversity and fully embrace it.

This job description is not intended to be an exhaustive list of all duties, responsibilities, and deliverables of the role. This is not a contract and should not be viewed as such. Other duties may be assigned by supervisor and/or his/her/their designee.

Pay Range: \$75,000 - \$85,000