



Position Title: Director of Leadership Giving
Hours: Full time, Mon-Fri, occasional off hours
Position Category: Exempt, with benefits
Reports to: Director of Development

The mission of San Francisco Botanical Garden is to create, sustain and interpret a distinct, documented collection of Mediterranean, mild temperate and tropical cloud forest plants displayed in designed gardens and to provide a place of exceptional beauty and natural sanctuary. San Francisco Botanical Garden Society builds communities of support for the Garden and expands people's understanding and appreciation of plants.

Located in Golden Gate Park, San Francisco's unique Botanical Garden inspires visitors with the extraordinary diversity of rare and unusual plants that can be grown in coastal California. Through its programs and displays, the Garden cultivates the bond between people and plants and instills a deeper understanding of the necessity to conserve Earth's biological diversity. As a public/private partnership between a community-based nonprofit organization and the San Francisco Recreation & Parks Department, and a beloved San Francisco institution, we are committed to transparency, cultural diversity, inclusion and environmentally responsible practices. We are proud to be a *public* public garden, accessible to all, and grateful to the funders who help sustain us.

The San Francisco Botanical Garden Society seeks a Director of Leadership Giving (DLG). Reporting to the Director of Development and joining a Development team of 5 staff, the DLG will lead major and planned giving programs and capital campaigns for the Garden. At the end of 2019, the Garden is launching the public phase of a \$6.7M fundraising campaign to build a new nursery facility. By mid-2020, the Garden will raise the final \$2M needed to break ground through a \$2M challenge match. Over the next year, the DLG's primary focus will be on the success of this effort working with the Executive Director and campaign committee. Once the nursery campaign is completed, additional capital campaigns are likely to occur and require at least 50% of the DLG's time. The other 50% will be dedicated to donors giving \$10,000 and more and to developing a robust planned giving program.

Primary Responsibilities

- Manage capital campaigns for major Garden projects and improvements
- Manage and expand the Garden's major donor program
- Serve as the major gifts officer for donors giving \$10,000 and more
- Work collaboratively with the Board and Executive Director on major gift cultivation and solicitation and engage other staff when appropriate
- Build and manage a planned giving program

Additional Responsibilities

- Serve on the annual Garden Feast event committee to solicit and steward table hosts and sponsors at the \$10,000+ level
- Manage capital campaign committees
- Participate in board development committee meetings
- Participate in development staff team meetings
- Ensure timely and thoughtful major donor acknowledgement and recognition
- Track all significant donor activity in PatronManager database in accordance with organizational policies and procedures, and in consultation with Development Operations Manager
- Work collaboratively with Director of Development and Membership and Annual Fund Manager to identify prospective major donors from general membership and Strybing Circle

- Work collaboratively with Events Manager, when appropriate, on major donor and campaign events

Experience and Qualifications

- Experience and demonstrated success in a nonprofit organization:
 - Working on capital campaigns
 - Building a flourishing major gifts program
 - Managing a major gifts portfolio and securing six- and seven-figure gifts
 - Collaborating across the organization and with outside partners to achieve desired outcomes
 - Managing multi-phase projects from inception to completion and balancing concurrent priorities – strong project management skills
 - Solving problems creatively and strategically and using data analysis to make recommendations and program changes based on results
 - Working with fundraising database programs (familiarity with PatronManager/Salesforce preferred) as well as Microsoft Office Suite (intermediate to advanced skills) and other standard office software
 - Developing planned giving programs and cultivating, soliciting and stewarding planned gifts
 - Performing equivalent responsibilities in a nonprofit organization of similar size, scope, and reach
- Excellent written and oral communication skills
- Bachelor's degree

Expectations

- Genuinely enjoys engaging donors and the fundraising process; warm, approachable and comfortable interacting with high-level donors, civic and cultural leaders; highly responsive to all donors without regard to their giving levels
- Passion for public gardens, conservation, and parks, and for bringing those experiences to the public; high commitment to learning about the Garden
- Able to think strategically, keeping the big picture and broad institutional objectives in mind, while also being detail and analysis oriented
- Exemplifies highest standards of integrity, professionalism, discretion, excellence and accountability; demonstrates emotional intelligence and self-awareness; inspires confidence and trust; welcomes feedback
- Highly collaborative; a leader and team player able to motivate and organize staff and volunteers and bring together different departments within the institution to work towards shared goals
- Exercises initiative to identify and solve problems with drive, flexibility and creativity
- Able to work well under pressure and adapt easily to changing situations and priorities; exercises good judgment and stays focused on overarching goals
- Able to interact in an effective, tactful and professional manner internally, externally and with the public at large; responds graciously and promptly to the needs and requests of others
- Dedicated and ambitious to achieve organizational success; willing to pitch in and go the extra mile when needed

Additional Expectations

- The Garden is open 365 days a year and the DLG must be able to work occasional nights and weekends as required for board and donor meetings, events and deadlines
- Must be able to engage in a range of physical activity, including standing or sitting at a desk or computer and walking (sometimes on uneven surfaces) for extended periods of time. Must be able to climb a flight of stairs and lift/carry up to 25 pounds

To Apply: Email your cover letter and resume as one pdf attachment to ntelech@sfbg.org with “Director of Leadership Giving Search” in the subject line.

The San Francisco Botanical Garden Society is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.