Position: Director of Philanthropy
Reports to: Vice President for Institutional Advancement
Status: Exempt

POSITION SUMMARY The Director of Philanthropy is an active role in an integrated executive communications and fundraising team who is responsible for maintaining development operations and communications to further Selby Gardens’ fundraising goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Responsibilities include but are not limited to the following:

• Manage Annual Fund strategy in collaboration with Vice President for Institutional Advancement
• Maintain portfolio of donors and prospects as discussed and approved by the Vice President for Institutional Advancement
• Coordinate with Finance Teams to ensure accurate and consistent accounting, gift tracking, budget, etc.
• Liaise with membership and external relations team to create coordinated fundraising messaging
• Collaborate with all departments to build a culture of philanthropy
• Develop comprehensive donor proposals including general and program support, capital campaign and planned giving
• Design and strengthen the systems and processes for managing relationships with donors
• Identify high-potential mid-level donors to steward and upgrade to major donors through strategic engagement
• Perform prospect research and create prospective donor pipeline
• Create and manage onsite donor engagement opportunities
• Build internal development operations tracking for donor database and budget
• Implement new reporting systems within donor database
• Provide support to the Vice President for Institutional Advancement for annual, capital, and planned giving campaign
• Manage potential database conversion for Institutional Advancement team
• Attend Selby events as discussed and approved by Vice President for Institutional Advancement
• Other duties as assigned

EDUCATION AND EXPERIENCE

• Bachelor’s degree in a related field preferred
• Minimum of 5-7 years of progressively responsible development experience with emphasis on cultivating, soliciting, and stewarding mid-level donors and managing and maintaining development operations
• Experience with multiple development and finance operations systems and conversions to new database systems
• Expert in the use of software programs including Microsoft Office, G Suite, and Blackbaud Programs
Excellent indicators of a successful Selby Gardens team member include:

- Strong work ethic
- Continuous and eager learner
- Actively lives and communicates the mission of Selby Gardens
- Passion to deliver exceptional service to internal and external customers through attention to detail and innovative methods of saying “thank you”
- Regularly offer innovative approaches to old concepts
- Rejects silo work and focuses on pooling resources, knowledge, and skills to accomplish goals more effectively and efficiently
- Flexibility and ability to switch gears when needed
- Resourceful, creative, and an initiative taker
- Assumes the best of others
- Approachable, kind, and compassionate
- Genuine authenticity