

Philanthropy Manager

Our mission: We garden to create, share and apply plant wisdom in our world.

Job Summary

The Philanthropy Manager at San Diego Botanic Garden plays a crucial role in supporting the fundraising efforts at the Garden. Key areas of focus include annual donor event management, growing upper level memberships and stewarding stakeholders. This position requires high-level administrative, logistical, and database work to ensure the efficient operation of all fundraising activities. This position works closely with the Philanthropy Database Specialist and reports directly to the Chief Operations and Advancement Officer. The ideal candidate is detail-oriented, highly organized, proactive, and possesses excellent communication and interpersonal skills, with a passion for the Garden's mission. This is a full-time exempt position that requires occasionally working on evenings, weekends and holidays. Starting annual salary range is \$65,000 - \$71,000.

Essential Functions

- Utilize the Garden's donor database to identify current and potential donor and member prospects
- Create and execute donor programs that support the annual fundraising program including event logistics
- Support digital and mail campaigns for potential donors and members
- Develop a structured, year-long strategy to increase upper level memberships. Create KPIs to help track progress.
- Provide personalized stewardship to upper level members to foster ongoing philanthropic support
- Research and pursue sponsorship opportunities
- Assist in writing grant proposals
- Conceive of and prepare reports that track progress and identify new donor opportunities
- Work closely with other departments such as Communications and Membership to strategically align goals and work priorities

Compensation

- **Salary: \$70,500**
- **Exempt**

- Benefits:
 - 401(k) matching
 - Dental insurance
 - Employee assistance program
 - Employee discount
 - Flexible spending account
 - Health insurance
 - Life insurance
 - Paid time off
 - Retirement plan
 - Vision insurance

Job Type: Full-time, on-site

Location: Encinitas, CA

Education & Experience

- BA/BS degree in related fields, preferred
- 2-4 years of experience in fundraising
- Proven ability to maintain strict confidentiality
- Ability to work independently and with teams, successfully organize and prioritize multiple projects, and meet multiple deadlines
- Ability to manage communications and relationships with diverse personalities of donors/members, board members and all levels of staff with diplomacy
- Detail-oriented approach with demonstrated skills in organizing and evaluating information
- Strong organizational skills including time-management and assessing priorities
- Exercise independent judgment related to daily administration of projects; proactively find solutions
- Clear verbal and written communication and listening skills
- Strong aptitude with relational database applications, data entry, query development and report generation
- Experience using CRM systems to track donor retention, moves management, and other data tracking to help grow and analyze donor base

Work Environment

- Primarily desk work (sitting or standing) in an office at the Garden
- Will be occasionally required to work a weekend or evening shift to assist with Garden events, some outdoors
- Pass a background check.
- Must possess a valid driver's license



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Physical Requirements

- Ability to lift up to 30 lbs.
- Ability to stand for 4 hours at a time.
- Ability to traverse uneven terrain through the property.
- Ability to perform light physical work including helping move furniture and signage

SDBG Diversity Statement

San Diego Botanic Garden is committed to creating, maintaining and growing a welcoming and inclusive environment. Just as our natural world relies on plant diversity, we believe that cultivating diversity amongst our staff and volunteers contributes to a flourishing Garden. We are dedicated to ongoing conversations as we celebrate and support the unique attributes of all people.