

Philanthropy Manager

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

Job Summary

San Diego Botanic Garden (SDBG) is seeking an energetic, people-oriented, and strategic **Philanthropy Manager** to drive our annual fundraising programs and deepen relationships with our community of supporters. Reporting directly to the Chief Advancement and Engagement Officer, the Philanthropy Manager plays a central role in managing multi-channel fundraising campaigns and programs, organizing and writing grant proposals, facilitating events, and stewarding mid- to high-level donors and corporate sponsors.

This position works within a fast-paced and nimble three-person team to achieve annual revenue targets and build sustainable support for our mission. The candidate must appreciate and be able to grow 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 is \$70,500.

Essential Requirements

Annual Giving & Direct Response (30%)

- Plan, execute, and evaluate multi-channel direct response appeals, including direct mail, email campaigns, Giving Tuesday, and end-of-year giving.
- Grow and maintain the recurring monthly giving and mid- to high-level membership programs, focusing on donor acquisition and retention.
- Manage SDBG's Tribute Bench Program.
- Support the legacy giving initiative.
- Launch the Around Town Discounts Program for SDBG Members.
- Create compelling appeal messaging and impact content in collaboration with marketing/communications.

Memberships, Donor & Corporate Stewardship (25%)

- Cultivate, solicit, and steward a portfolio of mid- and high-level donors to meet annual fundraising goals.
- Increase retention and upgrade prospects to major gift levels.
- Solicit and manage corporate sponsorships.
- Conduct donor thank-you calls and arrange site visits or meetings where appropriate.
- Maintain organized Contact Reports and enter information into SDBG's CRM database.

Event Management & Execution (15%)

- Lead the operational planning and execution of fundraising events.
- Coordinate vendors, logistics, event collateral, committee members, and day-of volunteers.
- Track event budgets, revenue goals, and attendee engagement metrics.

Grant Writing & Management (15%)

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- Research and organize grants for SDBG. Support and/or draft and submit grant proposals and reports for foundations and corporate entities.
- Partner with program staff on grants.

Communications & Operations Collaboration (15%)

- Draft customized acknowledgment letters, impact updates, and stewardship materials in a timely manner.
- Coordinate with the Database Specialist to ensure accurate donor/prospect tracking, guest lists, and donor segmenting.

Competencies

- 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 diplomatically manage communications and relationships with diverse donors/members, board members and all levels of staff. Manage challenges with confidence and clarity.
- Physically able to execute indoor and outdoor events including moving furniture and other event supplies.
- 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.
- Possesses a proactive approach, leading to innovative fundraising strategies and improvements in work processes.

Education & Experience

- BA/BS degree in related fields, preferred.
- 2-4 years of experience in fundraising

Work Environment & 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.

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- Ability to perform light physical work including helping move furniture, signage, and event supplies.
- Desk work (sitting or standing) in an office at the Garden; walking outdoors on tours with guests; driving to attend offsite meetings and to pick up event supplies.
- Occasionally work weekends or evening shifts to assist with Garden events, some outdoors.

Other Requirements

- Other duties, as assigned
- Ability to work evenings, weekends and holidays, as needed
- Possess a valid driver's license
- Pass a background check

Compensation

- **Benefits:**
 - 403(b) matching
 - Health, Vision, Dental insurance – 75% paid by employer
 - Supplemental accident & critical illness insurance
 - Life insurance
 - Flexible spending account
 - Employee Assistance Program
 - Employee discount
 - Paid vacation & sick time off
 - 10 paid holidays + paid birthday off
 - Garden Family Membership for employee + 3 additional adults/children

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.