

**JOB ANNOUNCEMENT**  
**South Coast Botanic Garden Foundation**  
**Director of Development and Community Relations**

As one of the world's first botanical gardens to be developed over a sanitary landfill, South Coast Botanic Garden is a masterpiece of creative land reclamation and environmental improvement. The Garden is a beautiful and restorative 87-acre urban oasis among the hustle and bustle of a major mega-metropolitan area. Located in one of the most favored growing areas in the world, South Coast Botanic Garden has more than 2,500 different species of plants from as far away as Australia, the Mediterranean and southern Africa. The Garden not only offers an extensive variety of plant collections but provides educational and recreational programs and activities for all ages including several annual flower shows.

Established in 1960, the Garden is managed by the South Coast Botanic Garden Foundation and is owned and maintained by the County of Los Angeles Department of Parks and Recreation. Support for South Coast Botanic Garden ensures that people of all ages can continue to enjoy this magnificent green space that serves the community by providing a unique horticultural and wildlife habitat experience and is an example of land reclamation and sustainability.

We are in pursuit of an enthusiastic, energetic and self-motivated individual to create and successfully implement development activities for the South Coast Botanic Garden Foundation. This person will have the unique and rewarding opportunity to help establish and oversee a Development department as well as help secure the resources necessary to realize the Garden's long term vision of service to the community.

**POSITION TITLE:**

Director of Development and Community Relations

**REPORTING RELATIONSHIP:**

Reports to the Foundation CEO

**SUMMARY DESCRIPTION OF POSITION:**

The Director of Development and Community Relations will report to the CEO and maintain responsibility for the development and implementation of a comprehensive fundraising program to provide the financial resources necessary to support the Garden and Foundation's mission. This individual will help develop and implement plans and establish policies to take the fundraising program to the next level of success. The Director of Development and Community Relations will oversee the organization's efforts in major gifts, memberships, planned giving, and development operations. The Director of Development and Community Relations will develop and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with existing and new donors, members, and volunteers.

Position is full-time (30+ hours), non-exempt. Must be available weekdays and some weekends. Salary DOE. Compensation package includes health/dental/vision benefits, vacation and sick days, and more.

**QUALIFICATIONS AND COMPETENCIES:**

- Bachelor's degree
- 5+ years of progressively responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts.
- Demonstrated working knowledge of all areas of fundraising, with a particular emphasis on major gift acquisition.
- Proven track record in planning and achieving short- and long-term goals and creating a plan outlining activity.
- Exceptional interpersonal and influencing skills, tact, and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers, staff and all donors; ability to serve as a team player and leader.
- Demonstrated ability to think strategically and creatively about engaging donors, and to develop plans of action and follow through.

- Ability to inspire and motivate volunteers and staff.
- Excellent verbal and written communication skills.
- Political, analytical and negotiation skills. Sound judgment and superior problem solving ability.
- Integrity and fiscal accountability.
- Experience working with volunteers.
- Must be willing and available to work evenings and weekends according to event-related scheduling.
- Experience working with donor management and data management systems preferred.
- Self-motivated, organized, adaptable.
- Excellent people skills and strong customer-service ethos.
- Ability to meet deadlines, manage multiple tasks simultaneously, prioritize duties, and work independently as well as part of a team.
- Respect for a diversity of cultures.
- High level of comfort with technology and the ability to learn new software. Computer skills required but not limited to Word, Excel, PowerPoint, QuickBooks and Adobe Creative Suite.

#### **ESSENTIAL JOB FUNCTIONS:**

- Develop and implement a comprehensive development plan for the organization, including plans for membership growth (including premium memberships), foundation and corporate support, and individual major and planned gifts.
- Establish and drive performance metrics.
- Oversee the comprehensive calendar of activities in support of development.
- Ensure success in events management, including cultivation activities and fundraising events.
- Work with the Garden and Foundation leadership, Board and volunteers, and others within the organization to identify linkage, ability, and interest of major gift prospects for their solicitation in alignment with the organization's priorities.
- Support the CEO, other staff, and key volunteers in their major gift work.
- Staff the Development Committee, providing guidance and direction to their efforts.
- Staff the Nominating Committee, providing guidance and direction to their efforts.
- Work closely with the organization's supporters to identify prospects and existing donors with capacity and attachment.
- Create appropriate gift society activity and recognition for donors of all sizes.
- Ensure proper stewardship practices for the timely and accurate recording and acknowledgment of all gifts.
- Maintain ongoing and active networking with internal and external constituencies.
- Represent the organization in the community as appropriate.

#### **MINIMUM PERFORMANCE STANDARDS:**

- All employees of SCBGF are expected to maintain high standards of productivity, cooperation, attendance and efficiency.
- All employees are responsible for promoting the mission of the organization.
- All employees follow branding and communications standards established for the organization.
- Professional dress and manner required to maintain a positive public image for the organization.
- Occasional weekend/evening commitments when necessary.
- Reliable transportation necessary.

#### **PHYSICAL REQUIREMENTS AND FREQUENCY:**

- Requires the use of office equipment, such as computer terminals, telephones, copiers, fax machines, etc.
- Requires corrected vision/hearing to normal range.
- Requires hand-eye coordination and manual dexterity.
- Occasional light lifting.
- Requires prolonged standing and/or sitting.

**To apply, please send a cover letter and resume to: [info@southcoastbotanicgarden.org](mailto:info@southcoastbotanicgarden.org). No calls please.**