

## Annual Giving Officer

**Reports to:** Director of Philanthropy

**Supervises:** None

**Key Relationships:** Dir of Philanthropy, Major Gifts Officers, Membership Manager, other members of senior staff

**FLSA:** Salaried, Exempt

**Summary:** The Annual Giving Officer reports to the Director of Philanthropy and is responsible for the overall management of the annual giving program, integrating Gardens members into the philanthropic giving program. Helps maintain and expand philanthropic support of the Gardens.

**Essential Functions:** *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

- Manages a portfolio of current and prospective donors with the potential of giving between \$250 and \$15,000. The donor/prospect pool for this position includes approximately 100-200 people, many of whom are currently giving in the \$1,000 to \$10,000+ range.
- Develops strategies for identifying, cultivating, soliciting, and stewarding individual gifts; assumes a lead role in setting appointments with prospects, conducting the meetings alone or as part of a volunteer or staff team, and coordinating appropriate follow-up.
- Articulates the goals of the Gardens with enthusiasm, warmth, intelligence, and professionalism.
- Responds to donor and prospect inquiries and maintains excellent donor relations.
- Participates in donor acknowledgement, reporting, recognition, and other stewardship activities.
- Works with the Philanthropy staff to prepare and execute strategies to move donors seamlessly along the member-to-major-donor continuum in ways that prioritize donor relationships and support long-term loyalty.
- Develops collaborative relationships with colleagues throughout the Gardens.
- Researches foundational grant opportunities and business sponsorships which benefit CMBG, engages appropriate CMBG individuals to address potential opportunities, and oversees grant preparation and submission.
- Leads the process of identifying, preparing, and transitioning annual leadership giving donors to the major gift program.
- Provides comprehensive and timely reports summarizing activity, project status, and work plan timelines.
- Utilizes the capabilities of the donor information system (Raiser's Edge) by both recording all relevant donor data and interactions and by using the system's analytical capabilities.
- Conducts Gardens tours for donors, prospects, and members as required; participates in meetings and attends key Gardens events as necessary to steward donor relationships.
- Performs other duties as assigned.

### Qualifications:

The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants, and nature through horticulture, education, and research.

- Dynamic and engaging conversationalist with exceptional interpersonal skills. Ability to interact comfortably with a wide variety of people.
- Capacity to treat confidential information with discretion.
- Minimum of two (2) years' experience in individual fundraising efforts with documented success.
- Experience as lead solicitor in face-to-face solicitations of donors.
- Proficient at using database software programs.
- Proven ability to engage and interact with a wide variety of people; strong customer service orientation and inclination.
- Commitment to working across the organization to support the integration of IDEA (Inclusion, Diversity, Equity, and Accessibility) principles into CMBG's internal operations and its relationships with members and supporters.
- Able to manage multiple priorities, work under pressure, demonstrate a high degree of professionalism, integrity, loyalty, and service to the organization.
- Strong presentation and public speaking skills.
- Willingness to work as part of a team; proven ability to work collaboratively with internal team members for the purposes of achieving goals/objectives.
- Scheduling flexibility that allows travel and working occasional evenings, weekends, and holidays required.
- Excellent verbal and written communication skills.

**Work schedule:** This is a full-time, year-round position.

**Physical and environmental factors:** This position requires a combination of office duties and outside- and travel-related work, both around Maine and (occasionally) nationwide. This employee must maintain physical and professional capacity for working in a variety of environments. The employee may be required to sit, stand, or walk for extended periods of time.

*This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).*