



MASSACHUSETTS HORTICULTURAL SOCIETY

Horticultural Center at Elm Bank • 900 Washington Street • Wellesley MA 02482 • 617-933-4900 • MassHort.org

October 28, 2011

Position: Director of Development

Massachusetts Horticultural Society

Founded in 1829, the Massachusetts Horticultural Society is one of America's oldest charitable institutions. Massachusetts Horticultural Society is dedicated to encouraging the science and practice of horticulture and to developing the public's enjoyment, appreciation, and understanding of plants and the environment. Located in the historic Elm Bank Reservation in Wellesley/Dover, Massachusetts the horticultural center and the Gardens at Elm Bank provide opportunities for people of all backgrounds to learn about plants, gardens, design, and the natural world through its educational programs and hands-on learning opportunities.

Job Description

Reporting directly to the Executive Director/President and working with the Board Development Committee, this senior administrator will plan and execute a comprehensive fundraising program including Annual Giving, Major Gifts, Corporate Sponsorships, Grant Preparation, and Public Relations. These efforts will align with the strategic plan. We are looking for a professional with an entrepreneurial spirit, who is a hands-on, a team player, focused on growing revenue, and rebuilding our development department in the future.

Job Responsibilities

- Research, analyze and prioritize new revenue sources from individuals, corporations, government, foundations, and philanthropic networks to expand funding sources.
- He/she works closely with the Board Development Committee.
- Responsible for inspiring and engaging Board members in development activities.
- Planning and executing annual fund activities
- Contribute to preparation and submission of grant proposals and reports in a timely fashion
- Create and nurture long term relationships with donors
- Working with volunteers and committees
- Plan and develop special events to expand donor base
- Implement strategies for corporate outreach and increased individual/major gifts.
- Identify prospects to grow and diversify donor base, with emphasis on individual philanthropists and business/corporate donors.

- Donor Cultivation – Work with the Executive Director/President and senior staff to identify and cultivate donor prospects (primarily individual philanthropists).
- Develop a planned giving program.
- Management of major campaigns, including capital campaign.

Qualifications

- 7-10 years of experience in a nonprofit, working in a fast paced development department with proven experience in Annual Giving, Major Gifts, Corporate Sponsorships, Grant Preparation, Capital Campaign and Public Relations.
- Experience with 501(c)(3)
- Bachelor of Arts or Bachelor of Science degree
- Excellent relationship-building and interpersonal skills enabling the ability to build rapport with internal and external stakeholders
- Agility and the capability to think strategically while executing tactically within in a lean and resource-constrained environment
- Exceptional communication skills with demonstrable ability to write effectively, speak persuasively, and listen attentively
- Results-driven approach; bias towards action
- Comfortable with ambitious goals
- Positive initiative and mature judgment
- High level of organization and self-motivation, the ability to manage complex projects, competing priorities and tight deadlines
- Computer Skills: Microsoft Office, Sage or similar data base, Excel: numbers analysis, forecasting and spreadsheets
- Passionate about plants and the environment and making a difference in the quality of people's lives

Benefits:

- Health
- Dental
- Vacation
- 401K

Salary:

Commensurate with Experience

To apply: please send resume and cover letter to Dan Daly: ddaly@danielroberts.com

(no telephone calls please)