

Director of Philanthropy

November 2021

The Vancouver Botanical Gardens Association is the non-profit joint operating partner of VanDusen Botanical Garden and Bloedel Conservatory with the Vancouver Park Board and is looking for a new Director of Philanthropy. This is an exciting opportunity to join a growing and dynamic charitable organization.

Position Overview

Reporting to the Executive Director, the Director of Philanthropy will work to increase donor and member engagement and increase philanthropic giving to the Gardens. The Director will work as part of the Senior Management Team, with the Executive Director, Board Committees, and department staff to steward donors and members to achieve our goals.

Responsibilities

- Create and implement a departmental strategic plan with annual and long-range goals for annual appeals, major gifts, corporate giving, donor and sponsor engagement initiatives, planned giving, capital campaigns, foundation grants, as well as membership acquisition and retention campaigns.
- Manage all aspects of the philanthropy including the supervision of staff, goal setting and evaluation, budgeting, departmental office systems, procedures, and reporting.
- Serve as staff representative to the Resource Development Committee of the Board of Directors or similar.
- Lead all aspects of prospect research, cultivation, stewardship, solicitation/asks, and recognition throughout the lifecycle of the donor engagement.
- Maintain ongoing communications, steward and manage relations with prospective and current private and corporate donors and foundations.
- Direct current reports include the Manager of Membership Services, and two Coordinators.

Key Qualifications, Knowledge, and Skills Required

- Bachelor's Degree in business administration, communications or related field.
- 7+ years of frontline development experience with a proven track record in major gift fundraising. Experience with managing an annual giving program, grant writing, and with foundations is also preferred.
- 5+ years of experience managing a team of staff and/or volunteers.
- CFRE designation is an asset.
- Highly polished relationship management and communications skills, and confidence and poise in major donor interactions.
- Ability to develop and manage operating budgets.
- Excellent interpersonal team building skills.
- Strong computer skills and experience using Office, donor and membership databases, social media, and an eagerness to leverage technology.



A comprehensive salary and benefits package including an RRSP program are provided. Salary level will be commensurate with experience. This position works a hybrid of remotely and onsite.

To apply, please send a cover letter & resume by December 5th to: hjakop@vandusen.org, with the subject line "Director of Philanthropy application". Only those selected for an interview will be contacted. Thank you for your interest.