



Job Title: Director of Development

Location: 3603 Weems Rd, Columbus, Ga 31909

Position Type: Full-time

Job Description: The Director of Development reports directly to the Executive Director of the Garden. The Director of Development manages a small staff and serves as a key member of the CBG leadership team. They are responsible for overseeing all aspects of development and fundraising efforts. This role requires a seasoned professional with a proven track record in nonprofit fundraising, donor relations, and grant management.

Overview: We are seeking a dynamic and experienced Director of Development to lead and execute our fundraising and donor engagement efforts for our small non-profit botanical garden. This position plays a crucial role in ensuring the financial sustainability and growth of the garden.

Responsibilities:

1. Fundraising Strategy:

- Develop, implement, and manage a comprehensive fundraising strategy that aligns with the organization's mission and goals.
- Identify new funding opportunities, cultivate donor relationships, and steward existing supporters.

2. Donor Relations:

- Cultivate and maintain relationships with individual donors, foundations, and corporate partners.
- Create personalized donor recognition and appreciation programs to strengthen engagement.

3. Grant Acquisition:

- Research and identify grant opportunities that align with the garden's initiatives.
- Prepare grant proposals, manage application processes, and report on grant outcomes.

4. Campaign Leadership:

- Lead fundraising campaigns, annual giving initiatives, and special events to meet financial objectives.
- Collaborate with the board, staff, and volunteers to support campaign efforts.

5. Prospect Research:

- Conduct in-depth research on potential major donors and grant-making organizations.
- Provide strategic recommendations for engaging with high-potential supporters.

6. Database Management:

- Maintain accurate and up-to-date donor records and gift processing using fundraising software.
- Generate regular reports and analyses to inform decision-making.

7. Stewardship and Recognition:

- Develop and execute donor recognition and stewardship programs to show appreciation for philanthropic support.

- Create opportunities for donors to connect with the garden and witness the impact of their contributions.

8. **Community Engagement:**

- Represent the botanical garden in the community and build relationships with local businesses, civic leaders, and other stakeholders.
- Collaborate with marketing and outreach efforts to raise awareness of the garden's mission.

Qualifications:

- Bachelor's degree in a related field (Master's degree preferred).
- Proven track record in nonprofit fundraising and development, with a minimum of 5 years of experience.
- Strong communication and relationship-building skills.
- Proficiency in fundraising software and database management.
- Ability to work independently and as part of a team.
- Passion for and knowledge of botanical gardens, conservation, and environmental stewardship.

Application Process: Interested candidates are encouraged to submit their resume, a cover letter, and references to Columbusbotanical@gmail.com. We look forward to hearing from dedicated individuals who share our commitment to the sustainability and growth of our botanical garden.

Columbus Botanical Gardens is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients. We are an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. We are 501(c)3 organization #58-2497596.