



## **Job Description**

### **Director of Development Garrison, New York**

The Garden Conservancy, a national nonprofit organization dedicated to raising awareness of, preserving, and affording public access to outstanding American gardens, seeks a new Director of Development following the appointment of an enterprising new president whose professional training and experience in landscape architecture, design education and historic preservation will help chart a more visible, expanded public role for the Garden Conservancy.

Reporting directly to the president, the Development Director will lead all aspects of the Garden Conservancy's fundraising program, establishing and implementing strategies to meet annual revenue goals and to broaden the base of support. The Director will focus primarily on major gifts from individuals, corporations, private foundations, and public charities, working closely with the president and board of directors to build the major gifts program and ensure that major gift targets are met. The Director will manage and support the president's major gift cultivation, while also maintaining his or her own limited portfolio of donors around the country.

The Director of Development will supervise two direct and one indirect report. The Director will work closely with the new Director of Public Programs and Education (an appointment concurrently under search) in developing improved programmatic and educational benefits for the Garden Conservancy's sustainer, partner, and champion-level members, while also stewarding the Society of Fellows, who support the Garden Conservancy's mission at a higher level. The Director will be based at the Conservancy's headquarters in Garrison, New York (50 miles north of New York City), with regular national and occasional international travel.

**Qualifications.** The Garden Conservancy seeks an affable and highly articulate advancement professional with a record of successful fundraising in a membership or affinity organization, including experience managing major gift and membership programs and capital campaigns, as well as experience soliciting lead and major gifts. Candidates must demonstrate at least seven years of progressively responsible and successful professional development experience, including prospect identification, cultivation, and solicitation of donors; securing of gifts at the level of \$20,000 and above; and a record of supervision bespeaking the ability to lead, mentor, and develop professional staff. The ability both to create a strategic vision and to attend to the

administrative details of running a small development shop is essential. Candidates must be able to travel several days at a time to meet with donors in various regions of the country and to attend Garden Conservancy events, but a regular presence in the Garrison, New York, headquarters is also expected.

Demonstrated proficiency in timely project management, in working with and empowering a voluntary board, in strategic planning, audience development, organizational capacity building, and sustainability, are essential. The ability to communicate clearly in written, electronic and spoken public communication is necessary. Candidates should be confident in presenting programmatic and financial information to sophisticated audiences. Candidates should evidence an appreciation that gardens are cultural artifacts of merit, as well as an interest (or, better, expertise) in garden design, horticulture, and/or preservation. Familiarity and facility with word processing, spreadsheet and contact management software, and Raiser's Edge or similar fundraising database platforms, are essential. A bachelor's degree is required.

Review of candidate materials will continue until the appointment. A complete application will include a letter of interest, a curriculum vitae or résumé, and contact information for five professional references who can speak about the candidate's qualifications for this specific opportunity.

Expressions of interest, applications, nominations, and inquiries should be directed to the Garden Conservancy's search consultant, Chuck O'Boyle of C. V. O'Boyle, Jr., LLC, at [chuck@cvoboyle.com](mailto:chuck@cvoboyle.com), who will furnish a detailed specification and an internal job description upon request. Telephone inquiries are also welcome and may be made to Mr. O'Boyle directly at (401) 919-5767. All communications will be held in confidence and referees will not be contacted without the candidate's prior consent.

The Garden Conservancy is an equal-opportunity employer, committed to principles of affirmative action in its recruiting and hiring practices.