



Job Description

Director of Fellows Tours Garrison, New York

The Opportunity: Headquartered in the Hudson Valley of New York State about 50 miles north of New York City, the Garden Conservancy is a national nonprofit organization with a mission to preserve, share, and celebrate America's gardens and diverse gardening traditions for the education and inspiration of the public.

Position Summary: Develops and manages stewardship activities for principal, major gift donors, and Society of Fellows members with the purpose of enhancing donor relationships, expressing gratitude, and increasing giving at higher levels.

Duties and Responsibilities

Directs the annual Society of Fellows garden-study tour program including oversight of all aspects of planning, execution, and post-production work associated with national and international tours, as a primary "benefit" of the Society of Fellows.

Develops a multi-year timeline of annual Society of Fellows garden-study tours and events.

Leads all Society of Fellows garden-study tours managing onsite tour logistics and day-of event management.

Scouts and provides reconnaissance for planned and potential garden-study tours locations.

Oversight of the development and production of tour marketing materials, including pre-tour communications, tour guidebooks, post-event thank you letters, and photo albums. *

Works with board members, Society of Fellows members, and others to leverage new and existing relationships to provide in-kind hosting for garden tours and meals where appropriate.

Develops and manages garden-study tour committees.

Recruit and engage local talent (landscape architects, historians, etc.) to provide personalized, expert knowledge and insight into the local area.

Collaborates with other development staff to coordinate the acknowledgement and appreciation process and procedure for Society of Fellows and other recognition societies.

Leads and conducts surveys of principal and major donors about their needs and preferences regarding garden-study tours and benefits.

Working with director of development and Fellows tours program coordinator, creates expense and revenue budgets for garden-study tours, tracking expenses, and adhering to approved event budgets.

Track, analyze, and report progress towards registration and event revenue goals.

Works with all development staff on recognition and cultivation events and opportunities.

Explores and strategizes with GC executive leadership, board members, and staff to develop new creative techniques and events to keep high level donors engaged.

Contributes to planning and production of philanthropic reports for both individual donors and select donor levels to keep donors apprised of the use of gifts.

Utilizes Raiser's Edge to track correspondence, registrations, donor interests, and to produce reports.

Works with director of development and membership manager to strategize elevating donors into the Society of Fellows.

Conduct prospect research on donor prospects, tour and event attendees, members, and Fellows.

National and international travel required.

Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Excellent writing skills
- Verbal, written, and presentation skills are critical
- Creative thinker
- Ability to manage multiple projects simultaneously and successfully
- Effective in managing timelines and project budgets

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, database software, and contact management systems.

Education/Experience

Bachelor's degree (B.A./B.S.) from four-year college or university; minimum seven years of experience in Development; experience managing cultivation programs, experience working with board members and high-level donors.

Compensation

The hiring salary for this position is \$71,700 - \$89,600, based on experience. This position includes generous time off, benefits, and room for career growth. Training will be provided for certain tasks. We encourage those that have a strong affinity with our mission to apply.

The Garden Conservancy is an equal opportunity employer and actively encourages candidates with diverse backgrounds to apply. It does not discriminate against any candidate or employee on the basis of race, national origin, sex, marital status, sexual orientation, age, disability, religion, or veteran status.

TO APPLY

Please send your resume and letter of interest to:

hr@gardenconservancy.org

Mention "Director of Fellows Tours" in the subject line.