



Job Description

Development Events and Sponsorships Manager 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: A key member of the development team, the development events and sponsorships manager will support the director of development in the planning and execution of several fundraising events to achieve cultivation, stewardship, and revenue goals.

Duties and Responsibilities

Under the leadership of the director of development, works across all aspects of event planning to successfully implement and execute a wide range of development events.

Develops an overall Garden Conservancy development events timeline.

Creates written and graphic communications, invitations, and promotional materials on both print and electronic platforms to promote events.

Research, reserve, and maintain positive relationships with event vendors including venues, catering, photography, florists, etc.

In coordination with director of development, prepare requests and proposals to secure individual, corporate, and foundation sponsorships and underwriting of events and programs.

Oversee attendee management and registration process for development events.

Take the lead in planning of event logistics and day-of events management.

Assists in the development and management of event benefits committees to support development events planning and registration.

Solicitation and procurement of swag bag items and other in-kind contributions to support events.

Working with director of development, create annual expense budgets for development events, track event expenses, and adhering to approved event budgets.

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

Acknowledgement of event registrations and management of post-event thank you including any necessary tax acknowledgements or receipting.

Collaborate with other departments and development staff to ensure we are inviting key stakeholders to leverage development events for maximum exposure.

Works with public programs and education and preservation staff to incorporate messaging in development events.

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

National travel required.

Provide support for Society of Fellows garden-study tours as needed.

Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Oral and written communication skills
- Ability to have confidence presenting to small and large groups
- Ability to travel
- Attention to detail
- Ability to multi-task and produce within specific deadlines
- Prioritization and time-management skills

Computer Skills

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

Education/Experience

Bachelor's degree (B.A./B.S.) from four-year college or university; three to five years working in non-profit membership and/or fundraising, or training or equivalent combination of education.

Compensation

The hiring salary for this position is \$65,300 - \$81,600, 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 "Development Events and Sponsorships Manager" in the subject line.