

Gardens of Golden Gate Park

Conservatory of Flowers
Japanese Tea Garden
San Francisco Botanical Garden

Position Title: Director of Leadership Giving

Department: Philanthropy

Full or Part Time: Full-time

Regular or Temporary: Regular

Exempt or Non-exempt: Exempt

Salary: Salary range \$130,000 - \$140,000

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

The mission of the Gardens of Golden Gate Park is to connect people to plants, the planet, and each other.

Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department and the San Francisco Botanical Garden Society (a nonprofit 501c3 organization doing business as the “Gardens of Golden Gate Park” or “GGGP”) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner.

Key areas of responsibility for the nonprofit organization include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD has primary responsibility for horticulture and facility management and maintenance, master planning and capital improvements conducted in collaboration with the nonprofit organization, as well as other functions. Together, RPD and the nonprofit organization collaborate on collections management within the Gardens.

The Conservatory of Flowers is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

The Japanese Tea Garden is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.

San Francisco Botanical Garden at Strybing Arboretum opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco’s oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

The Director of Leadership Giving (DLG) is a key position for the Gardens of Golden Gate Park. Reporting to the Director of Philanthropy, the DLG will lead major and planned giving programs including raising funds for capital, endowment, annual funds, event sponsorships, and memberships. With a focus on gifts \$10,000 and more, the DLG will:

Primary Responsibilities

- Raise funds for comprehensive campaigns and all three gardens for general operating, projects, programs, capital, garden improvements, endowed funds, and legacy giving.
- Manage and expand the Gardens' major donor program, increasing the number of donors and the number of gifts \$10,000 and above.
- Manage and grow major donor prospect list, moving donors through giving phases, and ensuring thoughtful and strategic identification, cultivation, stewardship.
- Work collaboratively with the Director of Philanthropy, Board and CEO on major gift cultivation and solicitation and engage other staff when appropriate.
- Build, grow, and manage a planned giving program.

Additional Responsibilities

- Solicit and steward sponsorships for Gala for Gardens at the \$10,000+ level.
- In partnership, manage and grow philanthropy, campaign, event committees.
Ensure timely and thoughtful major donor acknowledgement and recognition.
Track all significant donor activity in PatronManager database in accordance with organizational policies and procedures, and in consultation with Philanthropy Manager.
- Collaborate within the organization and with outside partners to achieve desired outcomes.
- Work collaboratively with Director of Philanthropy and staff to identify prospective major donors from general membership and Leadership Circle.

Experience and Qualifications

- Major gift fundraiser with demonstrated experience securing 5-7 figure gifts from a variety of funding sources.
- Planned giving experience.
- Genuinely enjoys engaging donors and the fundraising process; warm, approachable and comfortable interacting with high-level donors, civic and cultural leaders; highly responsive to all donors without regard to their giving levels.
- Excellent written and oral communication skills.
- Passion for public gardens, conservation, and parks, and for bringing those experiences to the public; high commitment to learning about the Gardens.
- Able to think strategically, keeping the big picture and broad institutional objectives in mind, while also being detail and analysis oriented.
- Exemplifies highest standards of integrity, professionalism, discretion, excellence and accountability; demonstrates emotional intelligence and self-awareness; inspires confidence and trust; welcomes feedback.
- Highly collaborative; a leader and team player able to motivate and organize staff and volunteers and bring together different departments within the institution to work towards shared goal.
- Exercises initiative to identify and solve problems with drive, flexibility, and creativity.

- Able to work well under pressure and adapt easily to changing situations and priorities; exercises good judgment and stays focused on overarching goals.
- Able to interact in an effective, tactful and professional manner internally, externally and with the public at large; responds graciously and promptly to the needs and requests of others.
- Dedicated and ambitious to achieve organizational success; willing to pitch in and go the extra mile when needed.
- CRM experience with Salesforce in a nonprofit context; PatronManager a plus.

Additional Expectations

- Able to work occasional nights and weekends.
- Must be able to engage in a range of physical activity, including standing or sitting at a desk or computer and walking (sometimes on uneven surfaces) for extended periods of time. Must be able to climb a flight of stairs and lift/carry up to 25 pounds.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information or any other category protected by law.

For additional information and to apply: Email your cover letter and resume as one pdf attachment to jobs@sfbg.org with “Leadership Giving Officer” in the subject line.