



## **Portland Japanese Garden seeks Annual Fund Manager**

### **Position Overview**

The Annual Fund Manager is a key member of the Garden's fundraising team and reports to the Chief Development Officer. The Annual Fund Manager coordinates the solicitation and realization of \$1,000,000+ in annual operating support contributions, as well as managing the gift entry, donor acknowledgements, and recognition of all donations to the Portland Japanese Garden, the Portland Japanese Garden Foundation, and the Cultural Crossing capital campaign. The Annual Fund Manager is the lead administrator of the Raiser's Edge donor management software at the Garden, and will play a key role in the development of solutions for future CRM-POS needs. He/she will be charged with the implementation and future growth of the recently launched Evergreen Recurring Gift program, and will work as part of a close-knit team that consists of four total development staff and a three-person membership administration staff.

### **Primary Duties**

- Development of annual goals and strategies for maximization of Annual Fund
- Budgeting, design, and implementation of mail and electronic Annual Fund appeals
- Management and expansion of Evergreen Recurring Gift program
- Management of rolling renewals and new solicitations for Golden Crane Society of major donors
- Writing of solicitation and acknowledgement letters, including templates, mass appeals, and customized letters for signature by CEO and CDO
- Timely entry and acknowledgement of all gifts using the Raiser's Edge (RE)
- Regular creation of accurate donor lists for publication in *Garden Path Magazine*
- Management of Memorial and Tribute Giving program
- Maintenance of Deeds of Gift and Appraisals for gifts of physical objects
- Management of over 10,000 active donor records in RE database
- Oversight for accuracy and consistent usage of RE across organization, including user permissions
- Creation of reports, queries, and list segmentations using RE to support entire organization
- Coordination with Finance Department of accurate tracking and reconciliation of donations
- Creation and analysis of appeal progress and final reports
- Research and implementation of improved mobile and on-line contribution capabilities
- Development Event budgeting, production, and oversight, in coordination with Events Dept.
- Create invitations, invitation lists, and nametags for events, with building and tracking in RE
- Attend/work Development and some Membership events, including assistance with set-up and breakdown, as required
- Tracking of event and appeal expenses and quarterly reconciliation with general ledger
- Creation and maintenance of written procedural memoranda and work-flow documents
- Ordering and inventory tracking of all printed supplies and collateral utilized by department

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### **Other Responsibilities**

- Active participation in task force for CRM-POS integration (planned for 2018-19)
- Ongoing self-education about and proposal of best methodologies for Annual Fund appeals
- Attend regularly scheduled internal meetings as required
- Other duties as assigned

### **Qualifications**

The Portland Japanese Garden seeks a highly motivated career development professional with the following qualifications:

- Minimum 3 years professional work experience in development or membership at not-for-profit organization
- Bachelor's degree or equivalent work experience
- Excellent written and verbal communication skills
- Excellent organizational skills, with the ability to prioritize competing projects
- Extensive experience using The Raiser's Edge, or an equivalently complex CRM
- Experience in organizing donor cultivation events of various types
- Experience in the creation and management of budgets
- Ability to exercise judgement and discretion when handling sensitive and confidential information
- Understanding and applied knowledge of moves management strategies and implementation
- Proficient in Microsoft Office suite
- Proven track record of contributing to a positive work environment through teamwork, honest and effective communication, and respect for others' work styles and deadlines
- Valid driver's license and clean DMV record

### **Special Requirements**

- Must be able to work evenings/weekends, and year-end holidays as required
- Must be able to work effectively in an open office environment
- Must be able to spend extended hours walking and working on one's feet
- Must be able to lift 25 lbs.

### **Compensation**

- Salary \$40,000 to \$47,500 per annum, DOE
- Full-time, Exempt
- Benefits: comprehensive benefits package including health/dental/vision insurance, 401k, paid vacation/sick/holiday

### **Applications**

To apply, please submit the following to [humanresources@japanesegarden.org](mailto:humanresources@japanesegarden.org)

- Resume (no more than three pages) with cover letter
- List of three references
- Writing sample consisting of one Annual Fund appeal solicitation letter and one donor acknowledgement letter

Please no phone calls or hand delivered applications. Applications will be reviewed upon submission with position available for immediate start.

**Portland Japanese Garden  
Annual Fund Manager**

**Organization Overview**

The Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. Founded in 1963 and nestled in Washington Park above downtown Portland, Oregon, the Garden is one of the most important Japanese cultural institutions in North America. 400,000 visitors annually visit this national treasure and participate in its art, cultural, and educational programs. The Garden strives to provide every visitor with an inspiring experience of the beauty and tranquility of the Japanese garden art form. At the same time, the Garden is at the beginning point of engaging diverse audiences to expand their understanding of Japan and themselves. Formal and informal education and cultural programs are offered so that visitors of any background or age will find something that is personally meaningful to them. First-of-a-kind art exhibitions focused on Japanese arts, artists, and craftsmanship illuminate cross-cultural dialogue and understanding of the Japanese garden as an art form.

An expansion of educational and visitor facilities, designed by internationally renowned Japanese architect Kengo Kuma, was completed in April 2017 to accommodate the Garden's increased visitors each year. Additionally, Garden Curator Sadafumi Uchiyama has designed new garden areas to surround the Village and entry area. As part of this project, the Garden has also launched a comprehensive training program for Japanese garden professionals and amateurs, the Japanese Garden Training Center.

The Garden has a year-round staff of 80+ FTE's and 20+ seasonal staff supplemented by over 300 volunteers. It is an exciting time at the Portland Japanese Garden – a time to help this historic organization set the course for a successful next 50 years with expanded facilities and programs.

8/3/2017