



Portland Japanese Garden seeks Donor Relations Officer

Position Overview

The Donor Relations Officer is a newly created, upper-level fundraising position that reports to the Chief Development Officer. The Donor Relations Officer will manage a portfolio of approximately 150 donors in the \$500 to \$2500 range, with the expectation of continually adding new donors to that group, and growing the Garden's Golden Crane Society of individuals contributing \$1,500 or more in annual operating support. S/he will develop high-touch relationships to advance current and new constituents to major donor levels. This will be done within a structured moves management framework through personal meetings and the planning and oversight of a regular schedule of cultivation events at the Garden. In addition to the stewardship of donors in his/her own portfolio, the Donor Relations Officer will facilitate and optimize the use of the moves management capabilities of The Raiser's Edge to implement strategies and coordinate development actions by the Garden's CEO, Deputy Director, and Chief Development Officer. The Donor Relations Officer will be part of a larger Membership and Development team consisting of six fundraising professionals that is responsible for a growing revenue line of approximately \$1.7 million.

Primary Duties

- Design and implement a comprehensive stewardship and moves management program focused on donor retention and advancement to increase total contributed revenue
- Lead the cultivation and solicitation of donors to move from \$500 Steward-level to basic \$1,500 Golden Crane Society membership and beyond; personally solicit four- and five-figure gifts
- Manage the cultivation and stewardship of a portfolio of approximately 150 donors
- Maintain an active schedule of personal meetings and individual social engagements with existing and prospective major donors
- Conduct personalized tours of the Garden and Cultural Village
- Provide information and follow-up related to simple planned giving inquiries (e.g. bequests and memos of understanding)
- Track and record details of donor contacts for self and senior fundraising staff within The Raiser's Edge, and determining and assigning next moves as appropriate
- Conceive and plan with various departments a schedule of coordinated engagement and cultivation events to serve different levels of Garden membership
- Create and manage event budgets, including invoice tracking and coding
- Craft and regularly update written solicitations for Golden Crane Society renewals
- Provide regular reports on relationship management activity of senior fundraising staff, including cultivation and solicitation of prospective and current individual major donors
- Assist with review and verification of major gift donor recognition lists

Other Responsibilities

- Continually self-educate about trends and best practices in donor stewardship, advancement, moves management, and planned giving
- Schedule, attend, and contribute to meetings of board development committee
- Write donor profiles for publication in Garden materials

Portland Japanese Garden
Donor Relations Officer

- Collaborate with Chief Development Officer and Annual Fund Manager to develop strategies and themes for annual fund direct-mail campaigns (2 – 3 annually)
- Assist with the completion of Deeds of Gift and appraisals for gift of physical objects
- 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 five years of fundraising experience at not-for-profit organization, with a minimum of three years of individual donor stewardship and making personal solicitation
- Bachelor's degree or equivalent work experience
- Excellent written and verbal communication skills
- A genuine love of people and enjoyment of social interactions
- Personal passion for some combination of the arts, nature, gardens, and Japanese culture
- Natural conversationalist, with facility to connect with individuals on a diverse number of topics
- High comfort level and confidence in a variety of social settings
- Ability to exercise judgement and discretion when handling sensitive and confidential information
- Understanding and applied knowledge of moves management strategies and implementation
- 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
- Excellent organizational skills, with the ability to prioritize competing projects
- Excellent use of judgement with focus on positive outcomes
- 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 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 \$55,000 to \$62,500 per annum, DOE
- Full-time, Exempt
- Benefits: comprehensive benefits package including health/dental/vision insurance, 401k, paid vacation/sick/holiday

Applications

To apply, please email a resume (no more than three pages), cover letter, and list of three references to humanresources@japanesegarden.org. References will not be contacted without prior notification to applicant. Please no phone calls or hand delivered applications. Applications will be reviewed on a rolling basis until position is filled. Early submission is encouraged. All submitted applications will be held in confidence.

**Portland Japanese Garden
Donor Relations Officer**

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 has long been needed because the Garden's original facilities were designed for 30,000 visitors/year. Internationally renowned Japanese architect Kengo Kuma has designed a Cultural Village with new educational and visitor facilities and a new entry area on SW Kingston. Garden Curator Sadafumi Uchiyama has designed new garden areas to surround the Village and entry area. Construction of this Cultural Crossing project began in September 2015 and completed April 2017. 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.

Portland Japanese Garden
Donor Relations Officer