



Portland Japanese Garden seeks Full-Time Annual Fund Manager

Position Overview

The Annual Fund Manager is responsible for providing logistical and strategic coordination of fundraising campaigns, processing donations, and managing donor recognitions for Portland Japanese Garden (approx. \$2 million annually). The position works collaboratively with the Garden's Development, Marketing, and Membership teams to structure dynamic and effective solicitation campaigns to maximize engagement and contributed revenue.

This position is great for someone who enjoys a mix of building relationships with donors, developing cases for support, providing support at special events, and managing and analyzing data. It is a great opportunity to learn and be an integral part of an experienced and growing development team, while also leading efforts to develop and implement new modes of solicitation based on data, research, and evolving modes of communication. The Annual Fund Manager reports to the Chief Advancement Officer.

Primary Duties

- Strategy design, case development, and production of mail and electronic Annual Fund and special appeals, including creation of campaign expense budgets and revenue goals
- Creation and analysis of campaign progress and final reports
- Writing and production of solicitation and acknowledgement letters, including templates and customized letters
- Management of rolling renewals for Golden Crane Society (major donor membership group)
- Regular communication with donors related to donations, donor benefits, and events
- Coding and entry of contributions received into donor CRM (currently The Raiser's Edge, aka RE)
- Coordination with Finance Department of accurate tracking and reconciliation of donations
- Management of Memorial and Tribute Giving program
- Management and hygiene of RE database
- Creation of reports, queries, and list segmentations using RE
- Assist in planning and production of development special events, including invitation lists, RSVP tracking in RE, and event print materials
- Attend/work Development events throughout year (shared responsibility)
- Tracking of departmental expenses and revenues, and assistance in annual budgeting
- Play integral role in selection and possible migration to new CRM in early 2020
- Ongoing development and implementation of new processes to improve work efficiency and adapt to new systems
- Represent department at organization Manager Meetings
- Creation and maintenance of written procedural memoranda and work-flow documents
- Ordering and inventory tracking of all printed supplies and collateral utilized by department
- Other duties as assigned

Other Responsibilities

- Familiarize oneself with the organization and the Employee Handbook
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Serve as a role model for Garden volunteers, providing support and encouragement to volunteers in their roles across the Garden
- Maintain a high level of professionalism in manner and appearance
- Adhere to Garden Dress Code

Qualifications

- Minimum 3 years professional work experience in development 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
- Experience using The Raiser's Edge, or an equivalently complex CRM (Garden will adopt either an upgraded version of RE or a new CRM early in 2020)
- Experience in organizing and working donor cultivation events of various types
- Experience in the creation and management of budgets
- Basic understanding of non-profit and contributed revenue accounting preferred
- Ability to exercise judgement and discretion when handling sensitive and confidential information
- 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

Special Requirements

- Must be able to work evenings/weekends, and year-end holidays as required
- Must be able to remain in a stationary position for several hours
- Must be able to work effectively in an open office environment
- Must be able to work outdoors in all types of weather conditions (for events only)

Compensation & Schedule

- Wage: \$47,500-\$50,000 per annum DOE
- This is a full-time, salaried position with 40-45 hours per week. Workday is typically 8.5 hours (including ½ hour lunch), M-F 8:30am to 5:00pm, with some flexibility. Occasional evenings and weekends required, with corresponding flexibility in weekday schedule.
- Benefits: health, dental, and vision insurance (premium 100% covered for employees); 401k plan (after 1 year of service, with 4% employer match); paid vacation, sick, and holiday time.

Applications

To apply, please email a resume, cover letter, and three work-related references to humanresources@japanesegarden.org, with "Annual Fund Manager" in the subject line. Please no phone calls or hand delivered applications. Applications will be reviewed and interviews will be scheduled as submissions are received. **Early application is encouraged.**

Please also provide, separate from your cover letter, a sample solicitation letter written by you. Solicitation sample can be for any real or fictional non-profit organization.

All submitted applications will be held in confidence.

We encourage all potential applicants to watch our video entitled "[Come to Understand: Welcome to Portland Japanese Garden](#)" (5:56 minutes).

Organization Overview

Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden has a year-round staff of 85+ FTE's and 30+ seasonal staff, supplemented by over 200 volunteers. All of our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture.

A few of the benefits our employees enjoy include:

- Working at a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work
- A workplace culture that prioritizes hiring and promoting from within
- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, Portland Art Museum, and the Oregon Zoo

Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.