



## Portland Japanese Garden seeks Director of Development

### Position Overview

Portland Japanese Garden seeks a Director of Development with fundraising vision, management experience, and personal enthusiasm for working with people.

Contributed revenue makes up approximately 15% of the organization's operating fund and funds 100% of growth projects. The Director of Development is responsible for cultivating relationships with the organization's Board of Trustees and key donors, supporting the CEO in special donor events, strategically guiding all contributed revenue streams (including the organization's Golden Crane Society, the Annual Fund, programmatic support and sponsorships, planned giving, etc), and supporting department staff as they execute the department's objectives. They manage three team members: a Major Gifts Officer, a Corporate Relations & Foundation Officer, and an Annual Fund Manager.

As a Director in a mid-sized organization, the ideal candidate must be a leader who is able to work autonomously as well as collaboratively. Most importantly, this position is great for someone who is a born leader, has world-class standards, and can find the philanthropic heart from bringing peace and cultural understanding to the world.

This position consults closely with the CEO and reports to the Chief External Affairs Officer.

### Primary Duties

- Develop and oversee execution of a Development Plan
  - Work with Chief External Affairs Officer to set measureable goals for each area of the organization's fundraising.
  - Develop data-driven and person-first strategies that raise funds for the organization cost-effectively and time-efficiently.
  - Provide timely reports on progress in meeting funding goals to the CEO, the Chief External Affairs Officer, and the Advancement Committee.
- Support the team in developing tactics and executing strategies set in the Development Plan
  - Work with Major Gifts Officer to identify, segment, cultivate, solicit, and steward major donors to Portland Japanese Garden.
  - Work with Major Gifts Officer to build the Garden's new Planned Giving program, the *Phoenix Legacy Society*. Help identify appropriate prospects and refine the cultivation program.
  - Work with Corporate Relations & Foundation Officer to cultivate and expand corporate support and sponsorships with local, national, and international businesses.
  - Work with Corporate Relations & Foundation Officer to identify and write successful grants to support existing programs.
  - Work with Annual Fund Manager to develop messaging, timing, targeting, and execution of solicitation appeals to our database of more than 50,000 active records.
  - Work with Annual Fund Manager to ensure accurate and efficient entry of gifts into our CRM system.

- Provide leadership and insights to the organization about operation and programmatic decisions that will best position the organization for fundraising.
- Prepare the annual Development department and Foundation budget.
- Plan and oversee the implementation of all stewardship and donor benefits programs including major donor dinners, events, and receptions.
- Work with the CEO and Advancement Committee to identify, cultivate, solicit, and steward donors for upcoming campaigns designed for organization growth.
- Work cooperatively with the Marketing department in all activities that tie to strategic advancement and marketing publications on behalf of the department.

### Other Responsibilities

- Promote department activities to the Garden's Board of Trustees and staff.
- Stay current on news and best-practices in the field of fundraising, and share insights with relevant teams (e.g., Membership, Marketing, etc) to develop policy, solve organization problems, and collaborate on events and promotions.
- Thoughtfully balance the competing requests that come from multiple departments and organization needs through diplomacy, clear process, and strategic thinking.
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Maintain a high level of professionalism in manner and appearance.

### Qualifications

- Background: At least 8 years of experience with a successful track record in development; capital campaign experience preferred.
- At least 3 years of management experience with proven ability to manage staff effectively.
- Proven experience securing major gifts of \$50,000 or more.
- Bachelor's degree required; CFRE preferred.
- Demonstrated proficiency and comfort with metrics and analytics to glean insights and guide fundraising strategies.
- Experience with Raiser's Edge, Salesforce, or other fundraising software.
- Strong proficiency with Microsoft Office suite and Outlook.
- Ability to work under pressure, meeting multiple demands and priorities.
- A proven track record of working well with others, adapting to others' work styles, and professional interactions with co-workers and/or vendors.
- Strong listening skills, giving full attention to what other people are saying or asking, taking time to understand the points being made, and asking questions when appropriate.
- Incredibly organized and highly proficient at keeping a systematic schedule and calendar.

### Special Requirements

- Ability to accommodate changing Garden needs, including working occasional weekends and evenings.
- Must be comfortable with occasional light to medium weight lifting.
- Personal passion for Japanese culture and history, arts and culture, and/or learning about people.
- Being bilingual in any language is a plus; in Japanese, it's an A+.

## Compensation & Schedule

- Salary: \$80,000 - \$100,000 per year
- This is a full-time position with 40-45 hours per week. Shifts are typically 8 hours (plus ½ hour lunch), 8:30 am to 5:00 pm, with some flexibility. Occasional evening and/or weekend work is required.
- 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 3-5 references to [humanresources@japanesegarden.org](mailto:humanresources@japanesegarden.org), with "Development Director" in the subject line.

Please also provide a short write up (150-300 words) – separate from your cover letter – answering one of the following questions:

- Option 1: What do you enjoy about fundraising?
- Option 2: How do you build a healthy relationship with a prospect?
- Option 3: What do you find intriguing about fundraising for Portland Japanese Garden?

Please, no phone calls or hand-delivered applications. Submit application materials by **Wednesday, October 30<sup>th</sup>, 2019**. All submitted applications will be held in confidence.

## Organization Overview

Portland Japanese Garden is celebrated as the most authentic Japanese garden outside of Japan. Opened to the public in 1967, the Garden was built to provide the citizens of Portland with a garden of great beauty and serenity, while forging a healing connection to Japan on the heels of World War II. Not only is it regarded as a treasure within the local community, it is positioned as one of the most important Japanese cultural institutions in North America. The organization has a \$13.1 million operating budget, with endowment assets of approximately \$3 million which are overseen by Portland Japanese Garden's Foundation. It serves more than 450,000 visitors a year from around the world as well as its 17,000 members.

In April 2017, the Garden opened its \$37M Cultural Village expansion designed by world-renowned architect Kengo Kuma. The Cultural Village provides additional space to accommodate visitor growth, preserving the Garden's serenity. More importantly, it enhances the organization's ability to immerse visitors in traditional Japanese arts and culture paving the way for richer cultural understanding.

The Garden has a year-round staff of 85+ FTE's and 30+ seasonal staff, supplemented by more than 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.