



## Portland Japanese Garden seeks Full-Time Senior Philanthropy Manager

### Position Overview

The Senior Philanthropy Manager works closely with the Director of Development to maximize both giving from individuals and database health, facilitating more effective and efficient fundraising. Key responsibilities include managing a portfolio of individual donors (\$1500-\$2500), providing ongoing vision for leveraging the database as tool in day-to-day fundraising, oversight of the Development Assistant, the Garden's primary database administrator, managing all fundraising, cultivation, and stewardship events, and strategic project management for special fundraising appeals.

Portland Japanese Garden raises approximately \$2 million annually and is currently embarking on a major campaign to raise an additional \$15+ million in funds for the Japan Institute. The Senior Philanthropy Manager routinely works cross-departmentally (e.g., collaborating with the Marketing and Membership teams to structure dynamic and effective solicitation campaigns, and with the Training Center, Garden, and Culture Art and Education departments to maximize cultivation and stewardship opportunities).

This position is great for someone who is a multi-faceted fundraiser and enjoys a mix of building relationships with donors, has a keen understanding of database technology, and has experience with developing cases for support, designing and implementing 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 Senior Philanthropy Manager reports to the Director of Development.

**COVID-19 Vaccination Policy:** For the safety of our staff, volunteers, and guests, Portland Japanese Garden is requiring all staff and volunteers to be vaccinated against the COVID-19 virus. Staff are required to become 'fully vaccinated' by June 30th (first shot by May 15th). 'Fully vaccinated' means 2 shots of either the Moderna or Pfizer vaccine, or 1 shot of the Johnson & Johnson vaccine – plus 2 weeks after the final shot. If any staff are experiencing difficulty scheduling an appointment, they can contact the Human Resources Manager for assistance.

### Primary Duties

#### Solicitation

- With oversight from the Director of Development, manage a portfolio of 20-30 individual donors (\$1500-\$2500)
- Working closely with the Development Assistant, oversee renewals for \$1500+ premium level members
- Direct and facilitate the strategy and implementation for the organization's two major bi-annual fundraising appeals (includes case development, production of mail and electronic communications, creating and tracking campaign expense budgets and revenue goals, campaign progress reports, and detailed post-campaign analysis)
- Routinely write and produce solicitation letters, including templates and customized letters

- Regular communication with donors related to donations, donor benefits, and events
- Working closely with marketing, manage list segmentation for special appeals and routine communications

### **Events**

- With oversight from the Director of Development, create annual plan for Golden Crane Events
- Work collaboratively with Corporate and Foundation Relations Officer to identify event opportunities that are mutually beneficial for corporate partners and the Garden
- With support from Development Assistant, manage planning and production of department cultivation/stewardship events, including budget tracking, invitation lists, RSVP tracking in Tessitura, and event print materials (events are varied, including exhibition openings, Night of 1000 Cranes, fundraising house parties, and corporate partner events like Sake Tasting)
- Oversight of events on the day of (e.g., helping with set up, guest check ins, etc)
- Work with Volunteer department to staff events, as needed
- Communicate with attendees post-event

### **Database Management**

- By the end of 2021, lead the creation of a comprehensive Development Department Tessitura Policies and Procedures Manual (Portland Japanese Garden just migrated from Raiser's Edge to Tessitura in February 2021)
- Provide ongoing supervision and coaching for the Development Assistant, the Garden's primary database administrator
- Working collaboratively with Director of Development, provide ongoing vision and direction for leveraging Tessitura, the organization's CRM, as a tool to maximize daily efficiency and to increase fundraising effectiveness

### **Special Projects**

- Evaluate effectiveness of existing Global Ambassador Program
- Recommend changes, if needed, to existing Global Ambassador program
- Implement strategies to grow Global Ambassador program
- With support from Development Assistant, oversee content creation of the quarterly Golden Crane cultivation email, designed to engage high level donors in unique and meaningful ways

### **Other Responsibilities**

- Communicate with donors, clients, staff, and other community partners in a friendly and professional manner
- Learn about Japanese culture and art as opportunities arise in the organization
- Maintain a high degree of discretion and confidentiality in dealing with sensitive information
- 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
- Maintain a high level of professionalism in manner and appearance (business casual dress)
- Other duties and projects as assigned
- Adhere to Garden Dress Code (business casual)

### **Qualifications**

- Bachelor's degree preferred

- At least five to seven years of experience in development, or equivalent combination of different experiences
- Demonstrated proficiency with email platforms (like Mailchimp and Prospect2) and comfort with metrics and analytics
- Ability to exercise judgement and discretion when handling sensitive and confidential information
- Strong proficiency with Outlook, Excel, and PowerPoint
- Experience using a complex CRM, preferably Tessitura
- Strong communication abilities – clear writing and articulate speaking ability
- 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
- Ongoing development and implementation of new processes to improve work efficiency and adapt to new systems
- Experience in organizing and working donor cultivation events of various types
- Experience in the creation and management of budgets

### Special Requirements

- Must be able to periodically work evenings and weekends, 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)
- Comfortable returning to an open office environment as CDC guidelines allow for these accommodations (we currently work remotely on a part-time basis and adjust in-offices schedules to accommodate shared office spaces)

### Compensation & Schedule

- Salary: \$50,000 - \$57,000 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 90 days, with 4% employer match after 1 year)
  - flexible spending accounts for medical and dependent care expenses
  - paid vacation, sick, and holiday time

### Applications

To apply, please submit a resume, cover letter, and three work-related references via email to [humanresources@japanesegarden.org](mailto:humanresources@japanesegarden.org), with "Senior Philanthropy Manager" in the subject line. 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. 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.**

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 usually has a year-round staff of 95+ FTE's and 35+ 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 for 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
- A 30% discount on most items in the gift shop
- Reciprocal access to other area attractions, such as the Portland Art Museum, OMSI, 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.