



FREDERIK MEIJER Gardens & Sculpture Park

JOB DESCRIPTION – DIRECTOR OF PHILANTHROPY & MEMBERSHIP

Department: Philanthropy

Supervisor: President & CEO

Pay Type: Full-time, Salaried, Exempt

Date Posted: November 16, 2021

Position Summary: Provide inspirational leadership and management to the Philanthropy and Membership departments, and actively participate in the management team and serve as a staff liaison to the Board of Directors and to committees of the board as related to this position. The Director will take a lead role in stewardship and ensuring we honor all gifts.

Essential Functions:

- Understand the complex and broad scope of the philanthropic landscape of West Michigan.
- Understand and take a lead role in honoring and providing stewardship to the gifts received by all donors, The Frederik Meijer Gardens & Sculpture Foundation, and The Meijer Foundation.
- Provide leadership, support, and guidance to the members of the Philanthropy and Membership departments.
- Develop, organize, and lead donor identification, cultivation, solicitation, and stewardship efforts for annual funds, tributes, sponsorships, grant writing, and fundraising events.
- Lead efforts related to new, renewing and returning members as well as member stewardship events.
- Lead responsibility for donor and member benefit fulfillment.
- Ensure all applicable regulations and laws regarding charitable giving and donor acknowledgement are followed.
- Direct all programs and policies including the development of goals and budgets.
- Draft, propose and implement approved operational budgets.
- Proactively communicate.
- Display accountability, accurate attention to detail, confidentiality, cooperation, timeliness, and guest-centric attitude.
- Report and communicate the above and any other duties assigned by the President & CEO.

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles, with a strong emphasis on professional behavior and treating others with dignity and respect.
- Embrace that we are a nonprofit institution that serves the public and you will work with a broad and diverse group of employees, volunteers, members, and guests.

Education and/or qualifications preferred:

Education: Bachelor's degree or any combination of equivalent education, training, and work experience.

Experience: At least 8 years of experience in philanthropy, fundraising, nonprofit management, communications and marketing. Minimum 5 years supervisory experience required.

Skills/Knowledge/Licenses: Knowledge of Raiser's Edge software desired. Multitasking, flexibility and quick decision-making skills required. Must have leadership and management skills to lead department staff.

Working Conditions: Regular office environment; occasional assignment to off-shift duties. Requires the willingness to work nontraditional hours and attend external events. Requires ability to operate computer and other office equipment, plus mobility in office, grounds, and exhibition areas. Ability to lift to 10 pounds frequently and up to 25 pounds occasionally. Physical presence on the premises is required to interact with Philanthropy and Membership team members to meet team objectives.

Apply online at <http://www.meijergardens.org/contact/careers/> or send your cover letter and resume to hr@meijergardens.org.

Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.

All candidates are required to submit to our background and drug screening process.

Frederik Meijer Gardens & Sculpture Park promotes the enjoyment, understanding, and appreciation of gardens, sculpture, the natural environment, and the arts.