# POSITION ANNOUNCEMENT

**Development Officer**

**Paul J. Ciener Botanical Garden**

**Kernersville, NC**

# The Garden

Located in historic, downtown Kernersville, North Carolina, Paul J. Ciener Botanical Garden is a place of unique beauty that seeks to inspire, enlighten, and connect people of all ages to the world of plants, gardening, and horticulture. The Garden currently features two acres with 15 gardens showcasing 1,300 different kinds of plants with an additional five acres under development. The Perennial Border, designed by Doug Ruhren and Edith Eddleman, received the Perennial Plant Association’s 2011 Commercial Landscape Award and the Pattern Garden features the largest spring bulb display in the Piedmont Triad. The Kitchen Garden produces three seasons of fruits and vegetables and is a staple of school-age programs. To learn more about the Garden, please [visit us on the web](http://www.cienerbotanicalgarden.org/).

# Overview of the Position

Our Development Officer will help lead the Garden Board and staff in raising the financial resources needed to fulfill our mission. Reporting to the Executive Director, the development officer will design and implement a comprehensive annual fundraising plan that engages individuals, corporations and foundations in a philanthropic relationship with the Garden.

# Expectations

* Uphold and promote Ciener Garden’s vision and mission
* Develop and implement an annual fundraising plan detailing specific strategies, including, but not limited to: stewardship, donor acquisition, direct mail, in-kind donations, special events, and donor communication
* Manage external communications, publications and social media, maintaining consistent standards in message, logo and overall presentation of the Garden
* Train and support the Garden community (board members, staff, volunteers, and members) in helping execute the development plan
* Solicit major gifts ($1,000+) and maintain relationships with donors
* Manage charitable events, which may include Sip and See and the Annual Toast of the Tulips
* Oversee grants process from application to award and reporting
* Manage the integrity of the database with accurate donor, volunteer and prospect information, maintaining confidentiality of the information
* Organize and provide staff support to a board Fundraising Committee and other volunteers
* Launch a planned giving program that prepares the Garden to accept endowment gifts, bequests and trusts
* Represent the Garden at community outreach events, radio/TV shows and other settings as needed
* Perform any other duties assigned by the Executive Director

# Skills and Qualifications

Our ideal candidate is an entrepreneurial self-starter who has demonstrated success in leading diverse teams to raise funds for mission-driven organizations.  We are specifically looking for candidates with:

* A Bachelor’s or advanced degree
* At least three years of full-time, progressively responsible fundraising experience
* Demonstrated success in developing and executing an annual fundraising plan and in closing major gifts ($1,000+)
* Strong organizational and time management skills with the ability to manage multiple projects and meet deadlines
* Strong communication skills including ability to write and speak professionally and persuasively about the Garden
* Mastery of donor database applications
* Familiarity with planned giving programs
* Computer, grant writing, event planning, public relations and marketing skills

# To Apply or For More Information

[Please click here to apply for the position](http://www.armstrongmcguire.com) using Armstrong McGuire’s online application portal.