

JOB ANNOUNCEMENT

DATE: June 27, 2008

POSITION TITLE: Gift Planning Associate

DEPARTMENT: Development

REPORTS TO: Manager of Gift Planning

PRIMARY OBJECTIVE: The Gift Planning associate provides primary data management, donor correspondence, and event-related assistance for a 14-person department that is responsible for raising approximately \$5 million in annual operating support from a variety of funding sources. This position reports to the manager of Gift Planning, who focuses primarily on gifts of \$1,000 or more from individuals and planned gifts. S/he will also work with other department staff to support fund-raising efforts in other areas as needed, with particular additional assistance given to special events, including larger fund-raising and smaller donor cultivation events.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

Administrative

- Gift processing, including filling out coding forms for Raiser's Edge data entry and for the BBG Business Office, and ensuring that gifts are entered and accounted for correctly.
- Draft donor correspondence; write and/or perform mail merges for gift thank-you letters and other general correspondence.
- Create lists, using Raiser's Edge Queries and Exports, and Excel spreadsheets to produce lists for mailings and publications.
- Generate income reports by utilizing Raiser's Edge, Crystal Reports, and Excel. Monitor expenses. Ensure a high degree of accuracy and accountability.
- Assist the director, managing director, and vice president with special projects related to major and planned gifts, the board of trustees, and Centennial Campaign, including logistics coordination and material preparation for events, mailings, and meetings.

Donor Relations

- Provide customer service for donors and members, with a particular focus on upper-level members, major and planned gift donors, and, as needed, trustees. Coordinate other aspects of donor stewardship.
- Maintain computer and paper files for donors and prospects utilizing Raiser's Edge and Excel. Support and expand donor research; develop and maintain donor/prospect profiles. Maintain confidentiality of donor information.

Special Events

- In partnership with the director of Gift and Estate Planning and the director of Special Events, coordinate logistics of major annual BBG events, including the Gager Dinner, Family Party, Passport to Summer, and Spring Gala. Maintain guest lists, gather and prepare registration materials, and perform other duties as assigned for cultivation and fund-raising events.
- Write in-kind solicitation letters as assigned and coordinate multiple event-related mailings, including pre-event solicitations, in-kind donation solicitations, pre- and post-event acknowledgments, save-the-date announcements, and event invitations.
- Track incoming in-kind donations for raffles, auctions, and gift bags in Raiser's Edge and confirm company listings on applicable printed materials and ticketing websites.
- Oversee creation of ticket websites for fund-raisers in order to secure income from on-line ticket purchases and contributions.
- Interact with major donors, committee members, and event attendees and follow up directly with potential event guests.

QUALIFICATIONS:

Bachelor's degree required. Career-track development professional with a minimum of one year's experience and excellent organizational, planning, interpersonal, and writing skills. Strong skills and experience in Microsoft Office and Raiser's Edge. Candidate must be detail-oriented and able to meet multiple deadlines. Raiser's Edge or other fund-raising software proficiency required. Looking for an enthusiastic, energetic team player who is able to work independently behind the scenes, as well as interact closely with trustees, donors, staff, and guests at all levels. Background or strong interest in cultural institutions, environment, education, and/or science desired.

Send Résumé: HR/Brooklyn Botanic Garden, 1000 Washington Ave, Brooklyn, NY 11225
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