



Funds Development Director

Rotary Botanical Gardens, a 20-acre not-for-profit botanical garden is seeking a full-time Funds Development Director. The responsibilities of this position are listed below. Salary is commensurate with experience and successful fund raising history. Knowledge and connections to local and regional businesses and personal connections would be helpful. Knowledge of and experience with fund raising databases and basic computer skills is required.

Send a resume that includes salary history and expectations to Rotary Botanical Gardens, 1455 Palmer Drive, Janesville, WI 53545 attn: Ed Lyon, Executive Director.

The Funds Development Director is responsible for working with individuals and businesses to increase funds for capital, endowment and operational funding of Rotary Botanical Gardens. Expand support base by increasing numbers of sponsors as well as sponsorship levels for various events, increasing individual and corporate Friends membership, increasing Rotary Botanical Gardens' endowment fund, writing and seeking grant opportunities.

- Solicit sponsorships for events.
- Manage Friends' program by soliciting new Friends and maintaining current Friends while increasing their level of membership.
- Coordination of Rotary Botanical Gardens' annual Dinner Dance and other events specific to fund raising.
- Manage donor/sponsor/Friends appreciation (thank you notes and letters and other forms of appreciation).
- Manage the Endowment, Resource Development and Friends committees.
- Manage promotion, acquisition and appreciation of memorials to Gardens.
- Responsible for identifying endowment donors and promoting endowment contributions.
- Researching and writing appropriate grants.
- Manage and be the staff expert on the Fund Raiser Select database; provide necessary training to other staff and volunteers. Ensure database is kept current at all times.
- Evaluation and development of existing and new fundraising opportunities.
- Manage and control Funds Development budget, making every effort to adhere to budgetary restrictions, maximizing revenue and controlling expenses.
- Make appropriate connections with members of the community and region who are capable of advancing the Gardens through expertise, influence and financial resources. Attend appropriate local venues to make new connections and maintain existing relationships, business and individual.
- Be prepared to make presentations to organizations and individuals to further advance fund development, prestige and informational aspects of RBG.
- Provide assistance with rest of staff planning and staffing events.
- Take advantage of training and professional development opportunities where possible.