**Position Title:** Development Manager/Development Director  
**Position Reports to:** Executive Director  
**Department:** Development  
**Exempt/Non-exempt:** Exempt, 32-40 hours per week (to be determined based on employee needs)  
**Compensation:** $55,000-75,000/yr FTE, depending on experience (pro-rated accordingly if employee works reduced schedule)  
**Employment Status:** Permanent  
**Direct Reports:** None currently. This role is a member of the Leadership Team.  
**Benefits:** 75% employer/25% employee paid Kaiser medical, Guardian dental, and vision, with optional spousal coverage; 401k with 3% employer contribution. This is a hybrid role, with employees expected to work on-site a minimum of two days per week. Our team embraces flex time and has the opportunity to take a seasonal work reduction when desired and possible.

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**About the Organization**

Located on a secluded, lush 17-acre property in SE Portland’s underserved Lents community, Leach Botanical Garden is a unique urban oasis. The Garden’s mission is to maintain and enhance living collections of plants for the purposes of education, research, and conservation. In addition to providing general garden access, Leach Botanical Garden produces a broad array of educational and cultural events and programs aimed at serving families and people of all ages. The Garden is an environmental oasis for humans, animals, plants, and the entire ecosystem, providing critical tree canopy and access to nature for the mental and physical health of our neighbors and community. Our ‘Back 5’ project is a collaborative partnership in habitat restoration and native planting with a focus on underserved youth and BIPOC communities.

Leach Botanical Garden is operated by the non-profit Leach Garden Friends in partnership with Portland Parks & Recreation.

**About the role**

The Development Manager/Development Director is a new role designed to drive the creation of systems and strategies for an organization that is ready to take its development program to the next level. With a small administrative staff Leach successfully completed a multi-million dollar Upper Garden renovation capital campaign prior to the pandemic, and has raised more than $300,000 from hundreds of individual donors since 2021. With the exception of a temporary position during the capital campaign, Leach Botanical Garden has never had a dedicated development staff person. With significant increases in programming anticipated over the next several years, we are seeking an experienced development professional with a growth mindset
who is excited to take leadership in developing and implementing plans and systems in donor advancement, stewardship, individual and major giving (both annual fund and capital campaigns). In collaboration with the Executive Director, Operations Manager, and Board of Directors, the right candidate for this role will be excited to take the lead to:

- design a robust multi-year fundraising plan
- implement the appropriate systems
- source additional talent as needed
- operationalize the plan

While we seek an individual with experience in fundraising, the role is advertised as Development Manager or Development Director to appeal to candidates with a wide range of experience. The Development Manager role might be for someone excited to take on a challenge and grow their skills and to advance over time to a Development Director position. For such a candidate we would gladly allocate resources to secure mentorship and training from a senior development professional. At the same time, we are equally excited to speak with senior development leaders about joining us at the level of Development Director. Whichever role we end up hiring, the successful candidate will have an opportunity to work with the Executive Director to evolve their own role and build the department over time once a framework and plan are established.

About Our Team

Leach Botanical Garden staff take joy in sharing this unique and beautiful garden with our community and visitors and are excited to offer meaningful programming that improves life in our neighborhood, our city, and our world. We work hard and have fun doing it, but we are committed to being a workplace that is relaxed, friendly, respectful, and dedicated to nurturing its employees and maintaining a great work life balance. Our staff and board have affirmed a commitment to equity, diversity, inclusion, and access, and continue to pursue concrete steps to better embody that commitment in both our organizational and programmatic practices.

Responsibilities

It is understood that the responsibilities listed here cannot all be tackled immediately. The ED will work with the employee to prioritize tasks, recognizing that it will take time and additional resources to address all of these elements.

- Develop an understanding of the existing organizational business and advancement plans in order to identify and approach current and potential sponsors, donors and grantors
- Develop systems and (with ED) implement budget and staffing to plan, manage, and expand:
  - Fundraising campaigns and activities
  - Donor stewardship and advancement processes and systems, including donor engagement and appreciation events and programs. The organization utilizes Versai CRM database
  - Fundraising events
  - Grant proposal and reports (currently we work with a contract grant writer)
  - Corporate sponsorship and business membership programs
  - Planned Giving program
• Work with the Executive Director and Board of Directors to develop and implement a multi-year Development Plan
• Work with the Operations Manager and/or other staff to develop the necessary record-keeping tools for various campaigns in Versai
• Work with ED, Operations Manager, and other staff to ensure that marketing and communications systems are functioning to support development activities. Experience and interest in marketing management not required, but is a plus
• Over time, work with the Executive Director and Board of Directors to develop and execute long term capital and endowment campaigns (no such campaigns are on the immediate horizon)
• Other responsibilities related to development and communications activities as needed

Skills, Knowledge and Abilities
• A passion for sustaining organizations through donor and stakeholder engagement and through various fundraising activities
• A desire to get to know our organization and its patrons and donors by being present on the ground during events and program delivery
• Ability to work various hours, including occasional evenings, weekends and holidays
• Strong organizational skills, with excellent attention to detail
• Ability to bring creativity and flexibility to problem solving
• Ability to prioritize and juggle multiple projects in a fluid working environment
• Strong spelling, proofreading, grammar, and writing skills
• Proficiency in Microsoft Office, G Suite, and ability to learn a database. Experience with Versai CRM is a plus
• Excellent communication and interpersonal skills when interacting with staff, visitors, Board, donors, partners, and volunteers
• Desire to be a part of a team and ability to work cooperatively
• Flexibility, integrity, and highest standards of professionalism and confidentiality

Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the clerical duties of this job, the employee regularly spends long hours sitting and using office equipment and computers. During special events the employee may be required to spend hours on their feet. The employee’s work might require them to be outdoors in both hot and cold weather. The noise level in the work environment is usually moderate.

Note to Candidates
Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications described in a job description. Leach Garden Friends is committed to building a diverse and inclusive organization. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications as described or if you require a reasonable accommodation to apply for or perform job duties.

Leach Garden Friends is committed to achieving a diverse workforce through application of its equal opportunity and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.

How to Apply

Email resume and cover letter to careers@leachgarden.org with the word “Development” and your last name and first initial in the subject line. Resume and cover letter combined in a single PDF document is appreciated! The position will remain open until filled, with interviews to begin in the second half of May. Start date is flexible, with a target of mid to late June.