

## **Job Posting: Senior Philanthropy Officer**

December 2022

The Vancouver Botanical Gardens Association, a registered charity and the joint operating partner of VanDusen Botanical Garden and Bloedel Conservatory with the Vancouver Park Board, is seeking a Senior Philanthropy Officer to further our mission to engage people in the importance of biodiversity to our lives, and to foster a lifelong love of plants and gardens. This is an exciting opportunity to join a growing and dynamic organization.

### **Position Overview**

Reporting to the Executive Director, the Senior Philanthropy Officer will work to increase donor engagement and increase philanthropic giving to the Gardens. The Officer will work as part of the-Management Team, with the Executive Director, Board Committees, and department staff to steward donors to achieve our goals.

### **Responsibilities**

- Lead annual appeals, major gifts, corporate giving, donor and sponsor engagement initiatives, planned giving, capital campaigns, and foundation grants.
- Manage all aspects of philanthropy including the supervision of staff, budgeting, departmental office systems, procedures, and reporting.
- Serve as staff representative to the Resource Development Committee of the Board of Directors.
- Lead all aspects of prospect research, cultivation, stewardship, solicitation/asks, and recognition throughout the lifecycle of the donor engagement.
- Maintain ongoing communications, steward and manage relations with prospective and current private and corporate donors and foundations.
- The Philanthropy Assistant is currently the only direct report.

### **Key Qualifications, Knowledge, and Skills Required**

- Bachelor's Degree in business administration, communications or related field.
- 4+ years of frontline development experience with a proven track record in major gift fundraising. Experience with managing an annual giving program, grant writing, and with foundations is also preferred.
- 2+ years of experience managing staff.
- CFRE designation is an asset.
- Highly polished relationship management and communications skills, and confidence and poise in major donor interactions.
- Ability to develop and manage operating budgets.

- Excellent interpersonal team building skills.
- Strong computer skills and experience using Office, donor and membership databases, social media, and an eagerness to leverage technology.

A comprehensive salary and benefits package including an RRSP program is provided. Salary level will be commensurate with experience. This position currently works a hybrid of remotely and onsite.

**Submit resume and cover letter to:**

[hjakop@vandusen.org](mailto:hjakop@vandusen.org), with the subject line "Senior Philanthropy Officer Application".

We accept applications on a rolling basis and the posting closes January 15<sup>th</sup>. Please note, we are only contacting candidates we are considering for the position.

The VBGA is committed to employment equity and diversity and encourages applications from all qualified candidates, including people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; and people with disabilities.

The Vancouver Botanical Gardens Association (VBGA) acknowledges that VanDusen Botanical Garden and Bloedel Conservatory are located on the unceded Ancestral shared lands of the x<sup>w</sup>məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. We are honoured to be on the lands where these Nations have lived since time immemorial, and where they continue to maintain stewardship and live in balance with nature. Our work of promoting environmental sustainability and stewardship would not be possible without Indigenous perspectives and knowledge