

Position: Annual Giving and Membership Manager
Department: Advancement
Status: Full-Time, Exempt, 40 hours weekly
Reports To: Director of Advancement

JOB DESCRIPTION:

Reporting to the Director of Advancement, the Annual Giving and Membership Manager is responsible for raising funds to support the mission and long-term strategic goals of Descanso Gardens. The Annual Giving and Membership Manager is an integral part of the Advancement team, and works in partnership with the Director of Advancement and others to grow annual gifts and memberships, manage the Center Circle Associates giving group, execute donor engagement opportunities, and contribute to fundraising success and revenue generation at Descanso Gardens.

JOB CLASSIFICATION:

This is a full-time, exempt position. Generally, the work schedule is 40 hours per week, Monday-Friday, but evening, weekend and holiday work may be required depending on the needs of the organization. This position reports to work onsite at Descanso Gardens.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES include but are not limited to:

- Plans and executes annual and seasonal appeals, and manages donor recognition efforts.
- Manages all aspects of the Center Circle Associates program, Descanso's philanthropic membership group, including sending renewal letters, welcoming new members, and planning and executing events.
- Executes strategies to grow annual membership gifts through renewals, upgrades, and new member solicitations.
- In partnership with the PR & Marketing Manager, develops annual giving and membership campaigns such as direct mailings, appeal letters, email solicitations, annual report content, and other correspondence.
- Maintains, updates and manages records in the donor and member database. Ensures the accurate recording of all gifts.
- Ensures both membership and non-membership gifts are acknowledged appropriately and in a timely manner.
- Produces donor and member engagement events.
- Compiles reports and other documents to track success and guide Advancement decisionmaking.
- Assists with the identification of major donors.
- Provides excellent customer service to donors, members, and visitors.
- Other duties as assigned.

EQUIPMENT USED and PHYSICAL DEMANDS:

This position requires the use of computers, standard office equipment including photocopier, postage meter, ten key, credit card processing machine, printer, hand-held (two-way) radio, projectors, golf cart.

This position requires flexibility to work in an office and an active outdoor environment which includes public interaction, exposure to various noise levels, and other distractions throughout the Gardens. Must

be able to walk long distances and on occasion access various areas of the Gardens including areas not accessible by paved roads or dirt trails. This position occasionally requires lifting of up to 15 pounds.

QUALIFICATIONS AND REQUIREMENTS:

- 2+ years of non-profit experience, preferably at a cultural institution;
- Bachelor's degree or combination of education and experience;
- Strong interpersonal skills, with demonstrated ability to work across teams;
- Ability to work independently with little supervision;
- Ability to handle changing priorities in a deadline-driven environment;
- Demonstrates good judgment and decision-making skills;
- Knowledge of fundraising and membership best practices;
- Strong writing and copy editing skills;
- A high degree of appropriateness and ability to maintain confidentiality;
- Excellent time management skills;
- Experience with donor databases and gift entry procedures;
- Strong Microsoft Office proficiency, especially in Excel and Word mail merge.
- A valid California Driver's license.

COMPENSATION: Up to \$65,000 annually, commensurate with experience.

To apply: Interested parties may apply by submitting a MS Word or PDF Letter of Interest and Resume to jobs@descansogardens.org with **AGMMGR2203** in the subject line. Only those meeting the minimum requirements and submitting all required information may be contacted for further inquiry. We will accept Letters of Interest and Resumes until the position is filled.

No phone calls, please.

Descanso Gardens Guild Inc. acknowledges that equal opportunity for all persons is a fundamental human value. Each employee and applicant will be considered on the basis of individual ability and merit, without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, pregnancy, national origin, marital status, physical disability, mental disability, medical condition, genetic information, protected military or veteran status, or any other characteristics.