Tower Hill Botanic Garden believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. Tower Hill is an equal opportunity employer.

**Position Overview:**

The Manager of Philanthropic Engagement (MPE) is a results-oriented professional that will build solid relationships and increase major donor giving through personal cultivation, communication, donor solicitation and stewardship. Under the direction of Chief Development Officer and with the collaboration of other development staff, the MPE will serve the needs of the institutions fundraising priorities.

With responsibility for managing their donor portfolio, John Green Giving Society (highest level) members, mid-level givers, and prospects that support the Garden’s mission, the MPE will endeavor to maintain the portfolio’s annual fund giving while cultivating, soliciting, stewarding, and upgrading prospects and donors to major and special giving levels.

**Positional Responsibilities:**

- Manages and oversees John Green Society Members and responsible for growth of program.
- Identifies, cultivates, solicits, and stewards donors on special initiatives (e.g. Garden Resiliency Fund (RF) I and RF Moving Forward) towards major or campaign donors.
- Manages the Annual Fund (to be Fund for Tower Hill), including the development of periodic print and electronic fundraising appeals.
- Accurately processes and codes all gift receipts and acknowledgments per Department policy and practice. Reconciles all Member records with the Business Office.
- Primarily raises annual unrestricted support for operations.
- Supports the commemorative giving program at Tower Hill. This involves communicating and touring with prospects and soliciting donations for memorial dedications (i.e. trees and benches), as well as assisting with any events associated with commemorations.
- Work with department Coordinator to send out donor correspondence through Constant Contact.
Manager of Philanthropic Engagement

- Reviews Weekly Gift Report for potential prospects and donor stewardship.
- Manages and sends copy updates to general giving and any development related fundraising website, such as Garden Resiliency Fund landing page language.
- Monitors and implements all activities related to appeals, including working with outside vendors and consultants. Identify trends, track performance, and recommend strategies and tactics as appropriate.
- Uses CRM (currently RE7) to track outstanding pledges and creates system to monitor all pledge payment activity and reminders.
- Supports the Chief Development Officer and the Development Committee in the implementation of fundraising initiatives or campaigns. Collaborates with other staff, as appropriate, on development and membership activities undertaken within the Advancement Department.
- Identifies prospects to share with CDO for Perennial Society and the Growing Boldly Campaign
- Participates in the development and oversight of managed area budgets and workplans.

Team Player and Interpersonal Relations (Shared Responsibilities)

- As appropriate, participate in the supervision of Advancement support staff. Currently, this position does not supervise any direct reports, but may share responsibilities of delegating assignments to interns, P/T staff, and/or a department coordinator in the future.
- Collaborate with Manager of Corporate and Foundations Relations on individual Donor opportunities. Manages and implements development-related events, including high end events, John Green Society events, any future annual gala, and other events where donors gather.
- Working with the Chief Development Officer and the Manager of Membership Engagement, The Manager of Philanthropic Engagement assists with the identification of prospects and with the cultivation, solicitation, and stewardship of the donor base.
- Assists with the management of prospect data and the recording of donor actions in the Raiser’s Edge database. Analyze RE database information and produce management reports to guide donor cultivation and solicitation
- Participates in the development and oversight of managed area budgets and workplans.
- Works on Growing Boldly Campaign, as requested, needed, and delegated, including gift recordkeeping.

Schedule

The Manager of Philanthropic Engagement’s position is salaried and exempt from overtime.

Qualifications

- 5-7 years’ experience in mid-level or major gifts roles or equivalent nonprofit fundraising role, with a proven record of success in closing five- and six-figured level gifts
- Excellent oral, written and corporate-level presentation skills with ability to speak persuasively and articulate Tower Hill’s mission and vision.
- Proven expertise in building and maintaining positive relationships with many diverse individuals
- Experience designing gift solutions that match the organizations’ priorities with the donors’
- High level of comfort with direct donor interaction, including discussions of personal and family finances and ability to ask for outright charitable gifts is a must
- Ability to work in a fast-paced environment on multiple projects under pressure, including the flexibility to adapt to changing priorities.
- Basic knowledge of database operations and comfort with donor interaction.

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- Proficiency in Team’s. Experience with Raiser’s Edge or similar CRM database preferred.
- Excellent organizational skills: detail-oriented and ability to follow through.
- Team player and highly motivated, with an excellent ability to collaborate cross-functionally and cooperatively with various departments.
- Strategic thinker who is flexible and able to change direction quickly.
- Demonstrated ability to set and achieve goals as well as meet deadlines.
- Willingness to travel, as needed.
- Ability to work in a fast-paced environment on multiple projects under pressure, including the flexibility to adapt to changing priorities.

Physical Demands / Working Conditions:

- Must be able to work with appropriate computer and communications equipment.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time and to navigate uneven grounds and stairs evenly.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Summary Statement

The ideal candidate is:
- A proactive problem solver.
- Highly professional, discreet, and of good judgment.
- A skilled communicator, able to read nuanced situations and manage relationships.
- Self-motivated and able to work without close supervision.
- Able to prioritize multiple tasks and establish and meet deadlines.
- Continually builds technical and professional knowledge associated with job objectives.

In addition to being an Equal Opportunity Employer, Tower Hill Botanic Garden fosters an inclusive workplace that values each member of our team. We aspire to reflect and serve our visitors as well as the communities of Worcester County, Massachusetts, and New England.