



Santa Fe Botanical Garden

JOB DESCRIPTION

Job Title: Major Gifts Officer

FLSA Classification: Exempt

Pay Rate: \$48,000-\$52,000

Part Time: ☒ **Full Time:** ☐

Supervision Received: Position reports to the Executive Director (ED).

Supervision Exercised: None.

Job Summary:

Under the general supervision of the Executive Director, the Major Gifts Officer (MGO) is responsible for increasing net revenue from major gifts and expanding membership in the Sage Society, Santa Fe Botanical Garden's (SFBG) planned giving arm, as well as corporate sponsorship. This includes developing cultivation and stewardship strategies, planning major gift fundraising events, leading special campaigns, and providing major donor services. All activities are integrated into SFBG's broader Advancement and Development efforts.

This is a part-time, exempt position, with a standard schedule of 25-27 hours per week.

Essential Responsibilities:

- Identifies and researches major donor and sponsorship prospects from SFBG's current supporter base and beyond.
- Increases membership in SFBG's planned giving arm, the Sage Society, through direct mail campaigns, one-on-one meetings to discuss legacy and other planned gifts, and special events.
- Plans and executes fundraising events.
- Develops and implements strategies for the growth of SFBG's Guild Level members, creating a pipeline of major donors.
- Increases net income from corporate sponsorships for the Garden's seasonal events.
- Reviews SFBG's Gift Acceptance Policy and Gift Acknowledgement Guidelines, and recommends updates as necessary to remain current with New Mexico and federal laws and best practices.
- Provides the Chair of the Advancement and Development Committee and Executive Director with regular updates on Board participation in fundraising efforts.
- Provides content for major and planned gift listings, social media, and website.
- Develops robust donor services to cultivate, steward, and acknowledge major gifts.
- Provides data analysis to show progress against fundraising goals.

Additional Responsibilities:

- Other duties as assigned by the ED.
- Attends and actively participates in staff meetings, team meetings, staff workdays, and trainings as requested by the ED.
- Attends Garden-sponsored events as appropriate.
- Represents the Garden to members, donors, and the public.
- Maintains and enhances professional knowledge in accordance with the Garden's Professional Development SOP, including participation in approved conferences, seminars, certification programs, and other continuing education activities aligned with role responsibilities and organizational priorities.

Competencies:

- Commitment to the Garden's mission.
- Exceptional interpersonal, written, and verbal communication skills.
- Strong analytical skills, with accuracy and attention to detail.
- Outstanding organizational skills and sound judgment, with the ability to manage multiple priorities and deadlines while troubleshooting and solving problems effectively.
- Self-motivated and strategic thinker.
- Adaptive, effective communication and interpersonal skills.
- Goal-oriented, yet flexible and adaptable to the needs of the organization and its constituents.
- Have a positive and motivating presence while embracing change and challenge.
- Ability to work as part of a team and to work collaboratively, as well as independently.
- Ability to establish and maintain effective relationships with funders, co-workers, and supervisors.
- Flexibility, integrity, and the highest degree of professionalism.

Education Requirement:

- BA/BS in Nonprofit Management, Business Administration, Communications, or a related field, and/or fundraising certification, or an equivalent combination of education and experience.

Experience Requirement:

- Minimum of 5 years of proven major gifts fundraising results from a nonprofit such as a museum, zoo, botanical garden, nature center, or similar organization.

Knowledge, Skills, and Abilities:

Required:

- Proficiency with Microsoft Office, Google Suite, and working CRM knowledge (Altru preferred).
- In depth knowledge of wealth screening tools.
- Strong research skills and knowledge of information sources.
- Ability to manage multiple deadlines and competing priorities.

Preferred:

- Knowledge of horticulture, botany, and/or botanical gardens.
- Bilingual and multilingual skills valued.
- Supervisory experience.

Special Requirements:

- Valid New Mexico Driver's license.
- May be required to work weekend or evening hours, and occasionally on holidays.
- Ability to successfully pass a criminal background check.

Physical Requirements:

- Must be able to walk on uneven terrain and navigate stairs.
- Must be able to lift and carry materials up to 35 lbs.
- Must be able to assist with the setup and takedown of Garden events.

Working Environment:

- Work is performed largely in an office environment.
- Some outdoor and evening work in the Garden for special events.

Equal Employment Opportunity:

The Garden is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

Americans With Disabilities Act:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities:

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. The Garden may change the specific job duties with or without prior notice based on the needs of the organization.

Signature

Date

Printed Name