



BOARD LIAISON & STEWARDSHIP MANAGER ADVANCEMENT OFFICE

Direct Supervisor:	Alice Baker, Advancement Director		
Department:	Advancement	Job Category:	Category
Location:	Richmond, VA	Travel Required:	Limited primarily local/regional
Level/Salary Range:	Commensurate with experience	Exempt/Non-exempt:	Exempt
Contact:	Alice Baker	Position Type:	Full - time
Date Posted:	November 19, 2018	Posting Expires:	December 7, 2018

Garden Overview

Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, nonprofit garden. After 33 years, the Garden now encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. In 2017 we welcomed, taught, energized, and engaged over 400,000 guests with stunning botanical displays, inspiring exhibitions, entertaining activities, and over 800 formal and informal education offerings. We embarked on new and promising community engagement initiatives through the Beautiful RVA movement. We updated the strategic plan and continued priority project planning within the scope of the 2016 master site plan. Our 100 full- and part-time staff joined with 690 volunteers and 12,000 member households to live into the Garden's mission to connect people through plants to improve communities.

We do this through a broad variety of mission related activities and enterprise business services. We try to pattern ourselves on extraordinary programs and institutions nationwide, and where there are no examples, we intend to lead. We aspire to be a Garden that is representative in every way of the diverse community we serve.

Job Description

As Board Liaison this position carries responsibility for all general correspondence with our Board of Directors (BOD), BOD Committees, Board of Associates (BOA), and Emeriti Advisory Council. Meeting preparation, set up, agenda, minutes, and all operational functions are the responsibility of the Board Liaison. The Board Liaison is the primary staff person supporting the BOA, responsible for BOA recruitment, guidance and mission-driven activities. The Board Liaison is responsible for staffing and supporting all BOD and BOA events, including the BOD sponsored annual fund-raising event *Splendor*.

As manager of Stewardship, the position ensures the successful operation of a comprehensive stewardship program that involves donors, board members, and key volunteers.

Responsibilities

- Coordinate with Executive Director in the management of all communication with the Board of Directors, Board Committees, and the Emeriti Advisory Council
- Provide guidance to and support for the Board of Associates as the responsible staff person.
- Recruit new members for the Board of Associates
- Execute all board and board committee meetings including the recording of minutes.
- Develop and manage a robust stewardship program for all Garden donors
- With the Director of Advancement plan and execute all Advancement events
- In consultation with the Advancement Director and the Executive Director, plan, implement, and analyze key fundraising activities along with staff and the Board Advancement Committee
- Assume leadership of event planning and fundraising for Board of Associates events
- Serve as the staff liaison for Board of Associates events; providing direction to event chairs and committees, and the Executive Forum
- Recruit, train, and supervise key volunteers for BOD and BOA events, including *Splendor*.
- Develop and implement stakeholder recognition including donor and volunteer appreciation
- Promote Board of Associate events through any Board of Associate social media presence including the Garden website, email, social media, and print
- Manage event inquiries and communication via email, social media, mail, and phone
- In consultation with the Director of Advancement, plan and execute two to three Planned Giving Society stewardship events per year
- Support Garden staff and boards with other projects and events as requested

Education and Experience

- Bachelor's Degree required
- Minimum of four (4) years professional experience in fundraising or special events planning required, preferably in a nonprofit setting
- Strong organizational skills to plan, implement, and administer events and fundraising
- Excellent communication skills, including written, verbal, and public speaking skills
- Effective interpersonal skills and ability to work well with a diverse population
- A high degree of integrity that garners the trust and respect of others
- Dedication to principles of inclusion
- A professional nature with the ability to meet deadlines and quickly establish priorities
- Organizational skills with thoroughness, timeliness, and detail when working under pressure
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Prior experience working with Raiser's Edge preferred

Skills and Abilities

- Must actively seek and accept authority and associated responsibilities for assigned duties
- Must be well-informed in the fundraising field and adhere to strict deadlines and budgets
- Excellent written, oral and personal communication skills
- Must be well-organized, detail-oriented, results-oriented, proactive, productive, intelligent, cheerful, cooperative, polished, intuitive and empathetic

- Ability to successfully prioritize and manage multiple projects simultaneously with superb time management skills
- High energy level preferred
- Must be able to initiate, build and sustain relationships with volunteers, Board leadership, donors and fellow staff
- Must be able to actively participate in the creation of long-range plans and related strategies for implementation, while demonstrating the ability to grasp, document, implement and execute underlying, detailed tactical plans.
- Must possess a commitment to the Garden's mission and its core values (aesthetics, responsibility, innovation, honesty/integrity, hospitality)

Each employee of Lewis Ginter Botanical Garden

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions
- Must conduct herself or himself and perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals and families, and in accordance with directed practices and procedures
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that all concerns are reported promptly
- Must report all mishaps, injuries, and incidents immediately and ultimately in writing to supervisor(s) and to the Executive Director
- Must ensure compliance with all applicable federal and state laws and regulations
- Must perform other duties as assigned by supervisor

Physical Demands / Working Conditions

- Must be able to work occasional nights and weekends.
- Must be able to travel through the Garden in adverse weather conditions.
- Must be able to lift 30 lbs. and physically perform room set up, such as moving tables and chairs.
- Must be able to stand for extended periods.

Note: Duties described above, other duties and physical demands have been identified as essential.

Please submit cover letter, resume, and Lewis Ginter Botanical Garden Job Application to Alice Baker, Director of Advancement at alicebaker@lewisginter.org.