



About Us

As Kansas City's Botanical Garden, Powell Gardens plays a vital role in the community as a space for release, rejuvenation, and the celebration of the fleeting nature of nature itself. Visitors enjoy themed display gardens, a three-mile nature trail, seasonal festivals, rotating exhibitions, and exceptional architecture. Established in 1988, Powell Gardens is a public garden, maintaining 970 acres of lush, rolling hills and windswept meadows, with more than 175 acres and a large collection of plants open to the public for education, exploration, and recreation.

We at Powell believe that our team members are our most important asset. By building strong relationships with each other, we can ensure that our guests have the best possible experience. We are looking for someone passionate and with a proven record to elevate our fundraising efforts that will take Powell Gardens into the future. If this sounds like you, we would love to speak with you!

Summary

The Development Officer will focus on managing Major Gifts and the Annual Fund. This role is pivotal in driving our fundraising efforts through the management of a significant portfolio of prospects and overseeing critical fundraising activities, including annual appeals and capital project funding initiatives. The Development Officer will work closely with the Director of Development and Communication to cultivate, secure, and steward major gifts, manage the annual fund, and play a crucial role in identifying and developing campaign prospects and planned giving candidates. This position requires active participation in community activities and a strong ability to build and maintain relationships with donors, prospects, and community leaders to advance the Garden's mission and financial goals.

Essential Functions

Major Gifts and Annual Fund Management:

- Manage a portfolio of 125-150 major gift prospects, developing and implementing tailored cultivation and stewardship strategies. Annual monetary goals will be set.
- Oversee the Garden's annual fund, including the coordination and execution of two key appeals in the summer and at the end of the year.
- Assist in identifying and cultivating campaign prospects and planned giving candidates to ensure a robust pipeline for future fundraising efforts.
- Work closely with the development team to assist in funding capital projects, aligning donor interests with the Garden's long-term infrastructure and programmatic needs.

Community Engagement:

- Actively participate in Rotary, Lee's Summit Chamber, and other community activities to enhance the Garden's presence and network within the community.

- Represent the Garden at community events, fostering relationships that translate into increased support and awareness of our mission.

Development Team Collaboration:

- Collaborate with the Director of Development and other team members to align major gifts and annual fund activities with overall development strategies and goals.
- Contribute to the planning and execution of donor events and other stewardship activities, ensuring a high level of donor satisfaction and engagement.

Other Functions

- Work with a wide variety of people to include sponsors, contractors, vendors, donors, board members, volunteers, and staff. Develop relationships with all parties for future growth, expected to steward these relationships within portfolio.
- Other duties as assigned to meet organizational fundraising goals.

Education/Experience

- High School Diploma or GED Required.
- Bachelor's Degree Preferred.
- 5+ years of successful experience in development, with a strong emphasis on major gift fundraising and annual fund management.
- Demonstrated success in community engagement and participation in local business or community groups.

Knowledge

- Proficiency in Microsoft Office Suite and experience with CRM systems.
 - Specifically, Word/Excel/PowerPoint/Outlook/Constant Contact/Teams/Zoom/Altru
- Strong written and verbal communication skills, with an ability to engage effectively with a variety of stakeholders.
- Excellent organizational skills, with the ability to manage multiple projects and deadlines efficiently.
- A proactive approach to problem-solving and the ability to work under pressure with poise and professionalism.

Physical Requirements/Work Environment

Primarily Monday through Friday, 8 am to 5 pm, but employee must be willing to work longer hours as projects, events, and deadlines require. Must be available to work as required at festivals, special events or other onsite programs as needed, including the days designated as Staff Workdays. Attend Board meetings and Committee meetings outside of normal working hours. Travel to off-site meetings as required. Able to remain in a stationary position up to 50% of the time; move about inside the office to perform normal duties; stand for long periods; and move throughout a multi-facility work location.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. This description is not intended as a contract and is subject to change and revision.

Benefits

Medical/Dental/Vision

HRA and FSA Plans

Supplemental Insurance Available

403b Plan

Employer Paid Life Insurance

Employer Paid Short-Term and Long-Term Disability Insurance

Generous PTO Plan

9 Paid Holidays per year

To Apply

Applicants interested in this position must submit the following to hr@powellgardens.org.

- Cover letter addressing the following:
 - Discuss your experience as it related to this role
 - Why are you interested in this role and why you would be a great fit
- Resume
- Three references: professional, academic, and/or personal

To view the full list of open positions, please go to www.powellgardens.org