



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 a dedicated professional with data management and community outreach experience to elevate our team. If this sounds like you, we would love to speak with you!

Summary

The Development and Diversity Specialist is an integral part of the Development Department Team, contributing to Powell Gardens' fundraising, donor engagement, and Diversity, Equity, and Inclusion (DEI) efforts. This role is responsible for assisting with the strategic use of data to support development initiatives, including identifying potential donors and optimizing outreach efforts. The Development Specialist will play a key role in the execution of the annual fund, bench dedication program, direct mail, email campaigns, and other initiatives aligned with Powell Gardens' overall development goals. This position supports the department's goal of fostering lasting relationships with donors and ensuring successful fundraising outcomes.

The Specialist, Development and Diversity will also focus on outreach to organizations in the greater Kansas City area, including small and rural communities that surround Powell Gardens to increase awareness and participation among diverse communities. This role will listen to feedback from underrepresented audiences, evaluate the opportunities learned, clarify, recommend action steps to adapt existing programs and initiatives through tracking annual data.

Essential Functions

Data Management and Reporting

- Maintain accurate and up-to-date biographical, giving, and donor engagement data in Altru, the organization's constituent relationship management (CRM) software.
- Track and generate detailed reports on gifts and donations, segmented by various parameters such as date, source, and program area to assist in strategic decision-making.
- Monitor and implement software updates for Altru and communicate relevant changes or training needs to staff.
- Produce targeted mailing and prospect lists to support development campaigns, donor cultivation, and fundraising events.
- Analyze data to identify gaps in delivery of inclusive material.

- Support and evaluate special events and performances that increase opportunities for cultural interaction and education.
- Provide periodic written and oral reports to leadership group, Board and grant trustees related to DEI Initiative.
- Assist departments to enhance public outreach efforts to broaden public participation on varied initiatives and planning. Track these efforts through data gathering and analysis.

Gift Processing and Acknowledgment

- Receive, record, and process donations, membership payments, and other contributions, ensuring timely and accurate data entry.
- Prepare daily/weekly deposits for administrative processing, adhering to organizational financial protocols.
- Generate and distribute weekly donor acknowledgments, ensuring personalized and timely communication with donors.
- Serve as backup for membership and volunteer processing and ensure seamless coordination when needed.

Program Support

- Assist with the Bench and Plaque dedication initiatives, including maintaining relevant records in the IrisBG database and ensuring proper communication with donors.
- Support the execution of direct mail, email campaigns, and other annual fund activities, helping to drive donor engagement and meet fundraising goals.
- Coordinate with the Development team to prepare materials and execute tasks related to fundraising events, stewardship programs, and donor recognition.

Administrative and Operational Support

- Help manage and maintain the CEO's schedule, including coordinating meetings and handling minor administrative tasks to ensure efficient daily operations.
- Assist with the day-to-day operational needs of the Development Department, ensuring smooth coordination of tasks, data management, and donor communications.
- Provide administrative support for development activities, including scheduling, event planning, and assisting with donor stewardship efforts.
- Take detailed and accurate minutes during Fund Development Committee meetings, ensuring proper documentation of discussions, decisions, and action items for future reference and follow-up.
- Assist in coordinating donor-related communications, special initiatives, and other tasks assigned to meet Powell Gardens' development goals.

Other Functions

Donor Relations and Administrative Support

- Provide backup support for the Development Team, assisting with event coordination, donor engagement, and stewardship activities as needed to meet departmental objectives.
- Assist the Director of Development, and CEO with donor relations tasks, including preparing materials, facilitating communication, and supporting high-level donor cultivation efforts.
- Represent the Development Department at key festivals, events, and programs, ensuring donors and members receive a positive and engaging experience.
- Perform other duties as assigned to support the overall success of Powell Gardens' fundraising and donor engagement initiatives.

Annual Fund and Campaigns Support

- Collaborate with the Director of Development and Development Officer to plan, track, and execute strategies for achieving annual fund goals and revenue targets.
- Proactively research and identify individual donor opportunities for unrestricted operating and program support, focusing on budget-relieving initiatives.
- Assist in the management and execution of biannual appeals for unrestricted operating support, including drafting solicitation letters, coordinating mailings, and tracking results.
- Cultivate and maintain strong relationships with existing donors and prospects in partnership with the leadership and development team, ensuring consistent communication, appreciation, and personalized cultivation activities.
- Support efforts to raise philanthropic awareness across Powell Gardens, encouraging broader participation in giving programs and aligning with strategic goals.

Grant and Special Project Support

- Provide assistance with grant reporting and research as directed by the Director of Development, ensuring timely and accurate submissions.

Education/Experience

- High School Diploma or GED required.
- Bachelor's degree in business, marketing, communications, nonprofit management, or a related field preferred. Equivalent relevant experience may be considered in place of a degree.
- 1 to 3 years of experience with a constituent relationship management (CRM) system is required; familiarity with Altru or similar systems is a strong plus.
- 2+ years of demonstrated professional experience in donor relations, community outreach, or a similar field, with a proven ability to manage programs and engage with diverse audiences.
- Experience working with DEI Initiatives a plus.

Knowledge

- Proven track record of compiling, analyzing, and utilizing data to achieve strategic goals and support decision-making.
- Excellent critical thinking, problem-solving, and organizational skills with the ability to manage multiple priorities effectively.
- Proficiency in using computer systems, including web-based applications and Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Strong verbal, written, and interpersonal communication skills, with the ability to speak, listen, and write in a clear, concise, and timely manner.
- Ability to convey moderately complex information to diverse audiences, both internally and externally, in various written formats (e.g., reports, emails, presentations).
- Capable of building collaborative relationships and effectively communicating across all levels of the organization.

Physical Requirements/Work Environment

- This position operates primarily in an office environment, Monday through Friday, 8:00 a.m. to 5:00 p.m., but flexibility is required. The employee must be willing to work extended hours, including evenings and weekends, to support events, programs, or meet project deadlines.

- The role requires the ability to remain in a stationary position (seated or standing) for up to 50% of the time and to move throughout the office and multi-facility grounds to perform duties.
- The employee must be able to stand for prolonged periods, walk between indoor and outdoor work locations, and occasionally lift and transport materials (up to 25 pounds) during events or programs.
- This position may involve exposure to various weather conditions during outdoor activities and events.
- To perform this job successfully, the individual must be able to meet the physical and mental demands of the position and execute the essential functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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