Position Title: Annual Giving Coordinator
Reports To: Director of Development
Job Category: Full-time, exempt
Salary: $50 - 65,000 annually; full benefits

Job Description:
The Annual Giving Coordinator will serve as a key member of the development team. He or she will solicit, steward and renew entry to mid-level gifts up to $1,000 annually through all phases of the moves management cycle and increase donor engagement through ongoing communications and events. Under the guidance of the Director of Development, and in collaboration with the Development and Member Services Manager and Individual Giving Officer, will strategically focus on portfolio growth to meet or exceed yearly revenue goals. Specific responsibilities include identification, cultivation, and stewardship of entry to mid-level donors. Write and manage annual solicitation appeals and special campaigns. Develop and execute regular and strategic communications, events and other opportunities to grow member and donor engagement and revenue.

Duties and Responsibilities:

- Craft and implement annual solicitations including a Summer Appeal, Calendar Year-End appeal and other special campaigns throughout the year.
- Track and cultivate donors and prospects using Altru and Blackbaud’s wealth screening tools.
- Work with the development and membership team to create new annual giving gift strategies.
- Collaborate with development and membership team to align efforts, set and review annual, quarterly, and monthly revenue targets and performance goals, and report progress using specific metrics.
- Manage annual giving benefits. Collaborate with membership, events, marketing department to ensure benefits fulfillment.
- Develop an ongoing donor and member multi-channel communications plan, in collaboration with the marketing department.
- Work with the visitor center, events and education team to create and execute donor and member cultivation event opportunities.
- Respond to donor inquiries and requests.
- Assist with fundraising galas and other special events as needed.
- Represent Boyce Thompson Arboretum in the community, as needed.

Required Knowledge, Skills and Abilities:

- Desire to get out of the office and build external relationships. A self-starter, goal-oriented, and able to initiate donor visits and fundraising calls.
- Possesses excellent written and verbal communication skills, with an ability to motivate and inspire donors, funders and sponsors.
- Works well alone and as part of a team. Demonstrates professional equanimity and composure.
• Able to work flexible hours including occasional nights, holidays and weekends.

**Education and Experience:**

• Bachelor’s degree; 3-5 years of experience in relationship building and fundraising from individuals, corporations, and foundations
• Experience with fundraising galas and special events

Boyce Thompson Arboretum (BTA) was founded in 1924, and is Arizona’s oldest and largest botanical garden. BTA is located in scenic Queen Creek Canyon, just 50 minutes from Phoenix, in Superior, AZ. With plant collections from the world’s deserts, historic buildings and hidden gardens along miles of trails, it is on the National Register of Historic Places. A haven for wildlife, BTA has been named “the most enchanting” Audubon Important Birding Area in Arizona. The Arboretum comprises 340 acres, with 135 acres of distinct gardens, 20,000 plants and 4,000+ taxa. BTA’s mission is to inspire appreciation and stewardship of desert plants, wildlife, and ecosystems through education, research and conservation. No longer a State Park or a University of Arizona department as of 2019, BTA has reaffirmed and embraced its status as a premier, independent, nonprofit botanical institution. The Arboretum brings together plants from the world’s deserts, displaying them alongside native Sonoran Desert vegetation in the stunning Superstition Mountains. BTA is an equal opportunity employer. [www.btarboretum.org](http://www.btarboretum.org).

To apply, send resume to Allison.Lester@btarboretum.org