Position Title: Major Gifts Officer  
Reports To: Director of Development  
Job Category: Full-time, exempt  
Salary: $70,000+ annually, commiserate with experience; excellent benefits package  

Job Description:  
The Major Gifts Officer will serve as a key member of the development team. They will be responsible for developing, implementing, and managing major gift fundraising for individuals, corporations, and foundations. In collaboration with the Director of Development, Donor Engagement Manager, and Membership and Database Manager will oversee a portfolio of current and prospective donors giving $2,500 to $25,000+ annually through all phases of the moves management cycle, with a strategic focus on portfolio growth to meet or exceed yearly revenue goals. Specific responsibilities include identification, cultivation, and stewardship of donors, development of personalized fundraising strategies, and preparation of proposals, case statements, correspondence, and other written and financial materials.  

Duties and Responsibilities:  

- Track and cultivate donors and prospects using Altru and Blackbaud’s wealth screening tools.  
- Collaborate with the 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.  
- Meet or exceed revenue and other performance objectives, including completing an average of 12-15 personal touchpoints with assigned prospects/donors each month.  
- Maintain accurate and up-to-date records of contacts and ongoing communications with current donors and prospects.  
- Help donors accomplish their philanthropic goals through a relationship with our organization. Acknowledge major donors through public and private recognition.  
- Assist with fundraising galas. Plan and produce small-group VIP events, non-ask meetings, and donor visits. Meet or exceed annual fundraising and special event goals by extending personalized invitations, soliciting event sponsorship and participation, providing concierge-quality service to donors, and cultivating individual donor relationships.  
- Work with the Donor Engagement Manager to ensure individual and corporate benefits fulfillment.  
- Work with the development team to create new gift strategies, communications plans, and production of development collateral.  
- Represent Boyce Thompson Arboretum in the community, as needed.  

Required Knowledge, Skills and Abilities:  

- Has the 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.
• Ability to work onsite 2-3 days/week.

Education and Experience:
• Bachelor’s degree; 3-5 years of experience in relationship building and fundraising from individuals, corporations, and foundations
• Experience organizing 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, near 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 Bird Area in Arizona. The Arboretum comprises 372 acres, with 135 acres of distinct gardens, 30,000 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. We celebrate diversity and are committed to creating an inclusive environment for all employees. www.btarboretum.org.

To apply for this position, please send a cover letter and resume to Allison Lester, Director of Development to allison.lester@btarboretum.org