



Come be part of the team at Marin Art and Garden Center, an 11-acre site in the heart of beautiful Marin County, welcoming thousands of visitors every year.

The Center was added to the National Register of Historic Places in 2022, in recognition of the significant mid-century architecture and landscape design that has made this a unique space for more than 75 years. Local conservationist Caroline Sealy Livermore led a group of visionary women who established the Center as “a living memorial” just after WWII. Now open to the public every day of the year from sunrise to sunset, the Center is a special gathering place that celebrates learning, growth, and the beauty of nature; a place that welcomes us all to be inspired, educated, and entertained—or to just be.

You'll join a small staff of dedicated non-profit professionals, who have made the Center a community resource and destination. In addition to the gardens, which serve as an inspiration to dedicated gardeners and casual visitors alike, we provide an outstanding venue for hundreds of milestone events year-round, from weddings to memorials to corporate retreats. We are home to a sought-after preschool where children become the leaders of their own learning, nurtured by caring and highly qualified teachers. We develop public programs that include the beloved Summer Concerts in the Garden, exhibitions of art in our gallery space, workshops, author events and more.

Bring your skills and experience to our team, working to grow and sustain the Center and serve a broader community. We are motivated by a vision to create a sense of pride and connection among all the people of Marin—and beyond—in this thriving, inclusive gathering place.

Marin Art and Garden Center is an equal opportunity employer, committed to recruiting, hiring and promoting qualified people of all backgrounds regardless of race, color, religion, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, and genetic information, or any other basis protected by applicable law.

To read more about the Diversity, Equity, Inclusion and Accessibility policies of the Marin Art and Garden Center, [please follow this link](#).

POSITION OVERVIEW

Marin Art and Garden Center seeks an experienced Director of Development to create and execute an inspiring fundraising program and advance a capital campaign that will help bring the Center's recently adopted Master Plan to fruition. The Director will build on the organization's existing development practices to produce a successful fundraising strategy aimed at increasing contributions from a variety of sources and establishing a robust major gifts program. The Director will partner closely with the Executive Director and Board of Trustees to support outreach efforts and create a meaningful donor experience and facilitate a culture of philanthropy.

REPORTING RELATIONSHIPS

Reporting to the Executive Director, the Director will have the opportunity to advance the organization's fundraising efforts and advance its early-stage capital campaign in concert with campaign council. S/he will implement fundraising best practices across the organization, oversee day-to-day development operations and serve as a vital member of the Center's leadership team.

RESPONSIBILITIES

Major Giving + Individual Giving

- Build and execute a strong major gifts strategy for current donors and prospects, including management of a major gift pipeline, including your own portfolio of donors
- Develop a comprehensive annual fundraising plan to identify, cultivate, solicit, and steward individual donors, prospects, foundations, and corporate sponsors, including a detailed pipeline of donors and prospects for annual campaign
- Achieve monthly goals for prospect and donor visits/stewardship and prepare visit reports and follow up correspondence
- Work with the Executive Director and Development Committee chair to prepare materials for committee meetings and board presentations
- Work with the Executive Director and Development Committee chair to train, educate, elevate, and support board member participation in fundraising
- Engage and partner with the Executive Director in support of her major gift and campaign portfolio, be a thought partner in developing engagement strategies and provide support of other fundraising efforts as needed.

Cultivation + Sponsorships

- Work with The Executive Director, Director of Events & Programs, Preschool Director, and other department managers to identify and cultivate prospects amongst program participants, rental clients, and others within our community
- Identify and execute opportunities for grants and underwriting/sponsorships/in-kind donations for events
- Plan and execute a multipronged plan for legacy/planned giving.

Capital Campaign

- Advance a \$7.5M capital campaign plan with a comprehensive timeline and actionable steps, in concert with the Campaign Council and consultant
- Track capital campaign progress and achieve campaign goals in close partnership with the Board, Executive Director, and Center leadership.

Communications + Events

- Produce the Center's donor communications and gather editorial input from the Executive Director
- Oversee Leadership Lunch for donors and identify other donor cultivation events
- Collaborate with Executive Director and Director of Events & Programs to execute aspects of special events related to donor cultivation and/or fundraising including, but not limited, to invitations, input on seating plans, day-of event co-oversight, solicitation of in-

kind gifts, corporate sponsor benefit fulfillment, and event follow-up as it relates to fundraising

- Represent the Center at events hosted by the Center
- Engage with the senior staff team to foster a culture of philanthropy throughout the organization.

Overall Fundraising Management

- Research and recommend possible next steps for implementing a membership program and a formalized planned giving program
- Oversee gift processing and oversee database recording to ensure accurate gift entry and timely acknowledgements and to support data-based development strategies
- Engage in regular database use and management to record moves management, activities, and donor information for current and prospective donors
- Generate new ideas that increase revenue and donor longevity.

QUALIFICATIONS

- 5+ years of progressive responsibility in nonprofit development roles
- Proven success in all aspects of a capital campaign
- Ability to successfully engage, cultivate, and steward long-term partnerships that will ensure philanthropic success
- Outstanding interpersonal skills and a collaborative work style
- Strong organizational skills and technological savvy
- Superior communication skills and attention to detail
- A high level of professionalism, including discretion and the ability to maintain confidentiality
- Flexibility and willingness to take on and manage multiple tasks and responsibilities simultaneously
- Passionate about the mission of Marin Art and Garden Center
- Bachelor's degree or equivalent work experience.

OPPORTUNITY HIGHLIGHTS

- Salary Range: \$120,000-\$130,000
- Benefits include three weeks PTO (increases to four after five years of service), 10 paid holidays, health insurance subsidy, and 403(b) retirement with employer match up to 4%.
- Opportunity to raise support for an inclusive learning space that celebrates the beauty of nature and facilitates community connection.

Please submit a cover letter and resume through [Indeed.com](https://www.indeed.com)