**Job Title—**

Development Associate

**Company overview—**

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.

**Position Summary—**

The Development Associate is an important *partner* to the Director of Development in creating and implementing the development plan and cultivating and stewarding key supporter relationships through best practices in philanthropic engagement, events, and communications. A day in the life in this role might include data entry/analysis/integrity management, producing written communications, scheduling, conducting a donor tour, supervising department volunteers, individual donor and corporate research, and supporting board and committee members with their activities. *(Not all of this on the same day!)*

**The Benefits of the Role—**

* This is an ideal role for someone who wants to experience a wide variety of development program functions while being mentored by a friendly, seasoned, and enthusiastic lover of the profession.
* There are 10 paid holidays (others may be assigned by the ED), paid sick leave, and an option to enroll in a group health plan.
* Although regularity with schedule and hours worked is required, there is flexibility to accommodate work/life balance needs.
* The Garden is extraordinarily beautiful, and the culture is so warm and friendly, you’ll love being on-site!
* Membership in the Association of Fundraising Professionals/Golden Gate Chapter.
* The salary range is $55,000 to $65,000 with a target somewhere in between.

**Job Description—**

* Receive, record, and acknowledge all donations and reconcile with finance monthly and at end of year.
* Manage donor database (Neon) to assure consistent and accurate data including tracking donor and capital campaign records and producing reports.
* Contribute to MailChimp email communications and interface/tracking with (donor database).
* Assist with donor correspondence and fundraising mailings.
* Help board member fundraising efforts as requested to personalize appeals and provide follow-up reports.
* Conduct research on current and prospective donors using internet resources and in-house Wealth Engine.
* Support and document activities of the Capital Campaign
* Gather and record donor activities/interactions in donor database.
* Notice and bring attention to special trends with donors such as upgrades, personal communication preferences, connections, or background details.
* Recruit, train, and schedule volunteers to support development initiatives.
* Reconcile donations/revenue monthly with the Finance department.
* Prepare and support foundation grant request submittals as needed.
* Compile prospect lists for corporate sponsorship appeals and identify opportunities and contacts.
* Assist with annual sponsorship program for summer concert series, Edible Garden major fundraiser, Winter Wonderland, and other events, including solicitations, acknowledgements, and fulfillment of sponsorship benefits.
* Work with Director of Development and Director of Events to execute all aspects of special events for donor cultivation and/or fundraising.
* Help identify needs and solicit in-kind donations of goods and services for special events and operations/program support.
* Support event execution, including tracking responses and seating, logistics and follow-up.
* Support program development through audience surveys, special invitations, and engagement.
* Work with the Director of Development to prepare agendas and materials for committee meetings and board presentations.
* Attend Development Committee meetings, take minutes, *contribute ideas*, and assist individual committee members with their fundraising assignments.
* Assist with communications to support fundraising strategies.

**Qualifications and Ideal Candidate—**

* Knowledge of and experience with basic nonprofit fundraising strategies and techniques for cultivation, stewardship and solicitation is preferred.
* High proficiency in typing, Microsoft Office including Outlook, Word, Excel, and PowerPoint, CRM databases, and general tech savvy skills. Experience with QuickBooks helpful.
* Strong writing and editing skills, with the ability to generate compelling, concise, uplifting, and friendly communications.
* Gregarious with outstanding interpersonal and verbal skills and the ability to enthusiastically engage and collaborate with donors, guests, board members, co-workers, committee members, and foundation and corporation representatives.
* High level of professionalism, including discretion and the ability to maintain confidentiality.
* Ability to work productively, accurately and in a systematized way, in situations with multiple, changing priorities.
* Self-motivated, resourceful, and thirsty to seek further knowledge in best practices in the development/philanthropy profession.

**Additional information—**

* Position open until filled.
* We continually celebrate the diverse community different individuals cultivate and as an equal opportunity employer, we stay true to our mission by ensuring that our place can be anyone’s place.
* Location is 30 Sir Francis Drake Boulevard, Ross, CA *(in Marin County less than 30 minutes from downtown San Francisco)*

**Contact information—**

Send cover letter and resume to Director of Development, Tod Thorpe

* tod.thorpe@maringarden.org