



Development Manager

Description:

The Development Manager at Bernheim Arboretum and Research Forest is a mid-level development position reporting to the Director of Development. The Development Manager's primary responsibilities include (but are not limited to) soliciting sponsorships for Bernheim's events and programs, annual appeal management, grant writing and management, and mid-level donor management. Through donor-centered activities, the Development Department supports the efforts of the Executive Director and the Board of Trustees in their efforts to raise funds to support Bernheim's mission to *Connect People with Nature*, and to achieve Bernheim's Vision, to be *a nationally treasured leader in ecological stewardship that inspires the exploration of our deep connections with nature*.

Bernheim is an Equal Opportunity Employer.

Key Responsibilities:

- Solicit and secure sponsorship gifts for Bernheim's signature events and programs.
- Conduct grant research; write grants (\$1,000 - \$25,000+) for operations, programs and project support. Track grant results, write grant reports, and cultivation foundation relations.
- Craft and manage the annual appeal to donors and members, twice annually. Coordinate and collaborate with marketing department for design and mailing.
- Create and implement a mid-level (\$250 - \$1,000) donor stewardship plan. Coordinating with Bernheim's Membership Coordinator, Director of Development, and Executive Director.
- Assist in building visibility and participating in cultivation activities for Bernheim's Planned Giving Program – *The Echo Society*.

Annual Fundraising Goals:

- Work with individuals, foundations and corporations through personalized strategies to raise a minimum of \$150,000 in unrestricted income.
- Secure \$200,000 in sponsorships for Bernheim's signature events and major programs.
- Increase pledges to the Echo Society by 10% annually.

Position Requirements

- Bachelor's Degree preferred.
- 2-5 years Development experience.
- Grant writing experience.

If you are interested in applying, please submit a resume and grant writing sample to cadell.walker@bernheim.org.