

Job Posting



Development Officer, reports to President and CEO

F/T, exempt, annual salary range \$60,000 - \$70,000

The Development Officer will support the President and CEO in the cultivation, solicitation, and stewardship of donors and prospects, helping to deepen donor engagement in the life of the organization and facilitate new and increased gifts. This position will specifically lead the development and execution of the annual fund program, Oak Circle donor society, business sponsorships, government support, grants, and other fundraising initiatives. The Development Officer will be responsible for a high-touch, personalized program of cultivation, solicitation, and stewardship for donors, including but not limited to facilitation of onsite visits, creation of formal written correspondence, recognition opportunities, and more.

Duties + Responsibilities

- Lead the annual fund program, Oak Circle donor society, business sponsorships, government relations and support, grants, and other fundraising initiatives.
- Build personal understanding of Planting Fields Foundation's unique assets, as well as its donor community, in order to best match opportunities with funders and continually surface new avenues for engagement.
- Responsible for raising funds to support PFF's mission and strategic vision and will participate in upcoming strategic planning process.
- Work closely with the President and CEO, PFF Board development committee, and will also work with other staff members, interns, or members of the community as needed on fundraising initiatives.
- Cultivate relationships with elected officials and lead annual legislative breakfast to result in funding support.
- Develop and implement fundraising objectives and strategies for growth with President and CEO with 1-year, 5-year, and long-term goals for funders and partnerships.
- Identify and pursue new institutional funding opportunities to support programmatic and operational growth, drafting and submitting grant proposals.
- Maintain a detailed grant/communications calendar; providing timely reporting and ensuring compliance as required by grant award documentation.

- Develop and execute outreach strategies and relationships with current and new donors, maintain and expand communication with individual and foundation funders.
- Support annual fundraising events and leverage public programs to cultivate new support.
- Maintain current and accurate donor records in Blackbaud Altru (CRM database).
- Keep up to date on current philanthropic trends, data, and other philanthropy-focused information.
- Responsible for developing and maintaining fundraising collateral and materials including appeals, plea letters, invitations, and promotional materials.
- Work with staff and Board to develop and enhance competencies to increase fundraising participation across the organization.
- Be flexible with work duties, assignments, and changing organizational priorities.

Qualifications

- An understanding of the Long Island and New York State Parks funding landscape, and the arts and culture space is ideal.
- At least 3-5 years of experience in fundraising and development for a nonprofit or arts and culture organization.
- Proven and successful track record in securing funds through grant writing and individual fundraising.
- Superior time management and organizational skills, with meticulous attention to detail.
- Ability to interface with individuals at every level of an organization, both internally and externally.
- Creative, quick, problem-solver, with the ability to adapt quickly to, prioritize, plan for, and manage multiple projects in a fast-paced, high-expectation environment.
- Strong work ethic, excellent judgment, and discretion.
- Fluency in Microsoft Office.
- Ability to work occasional evenings and weekends for fundraising events and donor visits.
- Ability to take initiative, work independently, and remain self-motivated while also being a member of a larger team.
- Must be able to communicate PFF's mission with a strong sensitivity and adherence towards the organization's vision and values.
- PFF is a collaborative environment, and the Development Officer will be someone who has a team-oriented approach to work.

Additional Information

This is a full-time position based in Oyster Bay, New York. The position is to be fully performed onsite at Planting Fields. Employees are eligible to participate in a generous benefits program. The salary range is \$60-\$70K.

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on

race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, send a resume, letter of interest, and work samples (all in PDF format) to hr@plantingfields.org

About Planting Fields

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org

DISCLAIMER

The preceding job description has been designed to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee(s) assigned to this job. Other duties may be added, or this job description amended at any time.

To perform this job successfully, an individual must be able to perform the principal duties satisfactorily. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the principal duties of the job, except where to do so would cause undue hardship on the mission and operations of Planting Fields.

Employment at Planting Fields is at-will, which means that either the employee or Planting Fields can terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Job Description should be construed to diminish the at-will employment relationship in any manner.