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PLANTING FIELDS

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## **Development Officer (Full-time)**

**Hours: 40.0 hours/week 9am to 5pm, Monday-Friday**

The Development Officer will report to and support the President and CEO in the cultivation, solicitation, and stewardship of donors and donor 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, launch the Oak Circle donor society, strategize business sponsorships and government support, manage the Blackbaud Altru CRM database, 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 regular outreach, facilitation of onsite visits, consistent and tailored correspondence, recognition opportunities, and more. The Development Officer will supervise the Fundraising Events and Development Coordinator (position to be filled).

### **Duties + Responsibilities**

- Develop, implement, and manage a plan for achieving annual fundraising goals with a focus on contributions from individuals, businesses, events, campaigns, and other partnerships.
- Advance the recently established Oak Circle donor society, which is aimed at developing a major gifts pipeline, focusing on the identification, cultivation, stewardship, solicitation, and acknowledgement of individual donors.
- Work with Board members to manage and maximize their fundraising efforts.
- Develop and execute outreach strategies and relationships with current and new donors, maintain and expand communication with individual and foundation funders.
- Develop and implement fundraising objectives and strategies with President and CEO with 1-year, 5-year, and long-term goals for funders and partnerships.
- Launch special campaigns to support new initiatives, including forthcoming capital projects, and taking an active leadership role in targeted fundraising efforts.
- Bring to development program best practices in individual and institutional giving, based on prior experience.

- 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.
- Cultivate relationships with elected officials and collaborate with Grants Officer on annual legislative breakfast.
- Support annual fundraising events and leverage public programs to cultivate new support.
- Maintain current and accurate donor records in Blackbaud Altru (CRM database), hard files, and e-files of all individual donor transactions and related development material. Create reports as necessary.
- Use technology and other resources (including Blackbaud Altru CRM) to develop and manage a robust prospect pool; identify and cultivate new leads, deepen existing relationships, and convert lower-level supporters into major donors.
- Collaborate with Marketing and Communications staff to create streamlined donor communication (including digital) strategy, incorporating seasonal touch points, key development strategies, and messages as needed.
- Keep up to date on current philanthropic trends, data, and other philanthropy-focused information.
- Be flexible with work duties, assignments, and changing organizational priorities.

### **Education + Experience**

- An understanding of the Long Island and New York State Parks funding landscape, and the arts and culture space is ideal.
- At least 5-7 years of experience in fundraising and development for a nonprofit or arts and culture organization.
- Proven and successful track record in securing funds and launching new fundraising programs to generate support.
- 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 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.
- Experience effectively supervising others and building a supportive team environment

### **Additional Information**

This is a full-time exempt 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 \$90,000-\$100,000. Relocation support may be available to out-of-state candidates.

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 and letter of interest (all in PDF format) to [hr@plantingfields.org](mailto: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](http://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.