

Title: Membership & Annual Fund Manager
Reports to: Director of Development & Communications
Compensation: \$48,000 - \$52,000
Applications accepted through September 30

Background:

The Garfield Park Conservatory Alliance (GPCA or the Alliance) was incorporated in 1998 as a private, non-profit organization committed to the restoration and revitalization of the Garfield Park Conservatory. While the Conservatory is owned and operated by the Chicago Park District, the Alliance is responsible for developing and funding quality education programs and events, promoting community engagement and enhancing visitor services. In its 20+ years, the Alliance has facilitated exponential growth at the Conservatory, offering 450 public programs annually and welcoming over 260,000 visitors in 2019 - including 20,000 school children. In 2023 we will celebrate 25 years strong and the Conservatory building will turn 115!

The Membership & Annual Giving Manager is responsible for growing philanthropic contributions from individual donors supporting the Garfield Park Conservatory Alliance. This position plays a significant role in building relationships with external partners including donors, volunteers, vendors, media and community partners. As a member of the Development & Communications team, the Membership & Annual Giving Manager has an annual fundraising goal of approximately \$300,000 to support the department fundraising goal of \$2.3M annually to advance GPCA's mission to change lives through the power of nature.

Leadership:

Thinks strategically and comprehensively about the strategic plan goals of the Alliance as well as the donor and partnership experience and provides professional insight to accomplish those goals. Initiates collaboration and seeks input from key stakeholders to assemble fundraising ideas that deliver on mission as well as drive engagement, membership and revenue goals for the Conservatory.

Position Responsibilities:

- Direct management of the Membership program, including the monthly renewal process for 1,400+ members and individual donors with strategies to advance individuals to give at higher levels of support (annual goal approx. \$155,000)
- Direct management of the Annual Fund program with one or two annual drives per year, including electronic and print collateral (Annual goal approx. \$145,000)
- Identification, cultivation, solicitation and stewardship of new donors with potential to give \$1 - \$1,000 annually
- Supervise Development & Special Events Coordinator to ensure fulfillment of membership benefits, acknowledgements and donor cultivation and stewardship activities
- Supervise Development & Special Events Coordinator and oversee all gift entry and help maintain clean donor database
- Participate in annual goal setting and budgeting responsibilities to play an active role in department planning
- Participate in FLEUROTICA, our annual signature fundraising event, event management

- Commitment to continuous improvement to enhance systems and procedures
- Commitment to understanding the programs and work of the Alliance in order to effectively represent GPCA to others
- Commitment to data review and reporting to inform strategies and goal setting
- Draft, edit, and send donor appeals, correspondence and enhance our focus on stewardship
- Manage monthly and frequent reporting requirements
- Make occasional website updates
- Aid in meeting coordination with Director for Board of Directors committee meetings, take minutes and follow up on action items
- Support Director in portfolio management and donor stewardship across all donor types
- Help foster solidarity among networks. You will be part of a public-private partnership and work closely across GPCA departments and staff from the Chicago Park District. As well as other external community partners and stakeholders.

You would like to work here if...

- You're passionate about plants and people! You care about equitable nature access, diversity and inclusion
- You thrive in a small department team where you wear a few hats, but they are focused on fundraising, individual giving, storytelling and event management
- You appreciate a supportive, positive environment based on mutual respect
- You'd be comfortable with a schedule where you know how to manage your time
- You're looking for an opportunity to make your mark on an organization or an issue area you care about...we are a small but steadily growing organization with big vision and goals for the future. [Click here](#) to review our current strategic plan.

Our ideal candidate is...

- Comfortable fundraising, including talking to donors and asking for donations both in person and through written communication
- An administrative whiz with a knack for communications
- Curious and enjoys learning or trying new things and open to change
- Positive, supportive, and organized
- Dedicated to advancing an equitable and inclusive environment

Education Requirements:

Completion of a Bachelor's degree or equivalent commensurate experience working in fundraising or non-profit development.

Minimum Qualifications:

- Donor cultivation & stewardship – establishing relationships with people
- Proficient with MS Excel
- Experience with Microsoft One Drive (or other file-sharing software)
- Database management
- Written and verbal communication
- Data review and reporting

Preferred Qualifications:

- Fundraising experience
- Working an administrative position, preferably within a nonprofit setting
- Managing or growing a membership program
- Community building
- Drafting letters and emails to donors, customers and/or organizational partners
- Data entry
- Supervising another individual
- Collaborating with multiple teams
- Remote or hybrid work environments
- Gala or special event fundraising
- Experience with WordPress
- Previous work at cultural institutions, grassroots initiatives or non-profit working environments

Location & Schedule:

- Hybrid work option with occasional meetings & events at the Conservatory or other locations in Chicago
- 40 hours per week
- Working hours are scheduled M-F between 9am-5pm
- Working on-site you may be exposed to live insects due to the abundance of living plants housed throughout the Conservatory.
- Some nights or weekends required (event focused)

Benefits and Salary:

- Salary range is budgeted \$48,000 - \$52,000 depending on skills & experience.
- Benefits include medical, dental, vision insurance, company-paid short-term and long-term disability. We provide paid time off including: two weeks' vacation (accrued monthly and accessible within 90 days), 12 paid holidays, 6 personal days and paid sick time.

Application Instructions:

To apply, please submit a cover letter and resume highlighting relevant experience to Marie Stringer at mstringer@garfieldpark.org. Applications will be reviewed on a rolling basis with priority to those applying by end of day Friday, September 30.

Garfield Park Conservatory Alliance (GPCA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.

GPCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GPCA are based on the organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. GPCA will not tolerate discrimination or harassment based on any of these characteristics. GPCA encourages applicants of all ages.