



Cultivating a Lifelong Love of Nature

POSITION DESCRIPTION: Development Director

Position Type: Full Time (40 hours per week)

Reports to: Executive Director

Location: Mitchell Park Horticultural Conservatory (Milwaukee, WI)

Deadline to Apply: November 20, 2023 (applications will be accepted until position is filled)

About Us: As a private nonprofit, Friends of the Domes has been supporting the Mitchell Park Horticultural Conservatory (The Domes) since 1989. We provide educational and enrichment activities that ensure every visitor departs feeling a connection to nature. Major initiatives include educational programming including management of The Domes Ed Center; membership and volunteer recruitment and management; management of the Domes retail activities such as the gift shop; fundraising and marketing efforts that benefit the mission of The Domes.

Mission Statement: The Friends of the Domes mission is to promote and support the Mitchell Park Horticultural Conservatory (The Domes) and surrounding park by creating and enhancing the visitor experience of this globally significant urban destination.

Duties and Responsibilities: The Development Director is responsible for all fundraising efforts within the Friends of the Domes organization. We are looking for a person who is as passionate and enthusiastic about our mission as we are, someone with an understanding of the importance this work has in driving change in Milwaukee County and beyond.

The Development Director serves as the Chief Relationship Officer for Friends of the Domes, creating meaningful and fruitful relationships with individual, corporate, foundation and public funders.

Job Responsibilities:

- Work with the Executive Director and Fund Development Manager to develop and implement a comprehensive fund development strategy that includes major giving, annual giving, corporate engagement, foundation funding, special projects, planned giving, and public giving.
- Set annual monetary goals and budgets according to short- and long-term goals.

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- Launch major gift initiative using “Moves Management” or similar strategy; assign portfolios to appropriate development staff and board members; manage your own portfolio of donors.
- Launch initiatives to create a pipeline of prospective donors; engage in donor prospecting.
- Collaborate with the Board of Directors and other volunteers to ensure fundraising strategies are successful.
- Generate well-written and effective development materials such as appeal letters, grants and case statements.
- As the Chief Relationship Officer, develop and implement a stewardship program that builds a connection between donors and the organization’s mission.
- Embracing a data-driven decision mindset, carefully track key metrics to ensure goals are met; track progress on prospect pipeline; produce regular reports for planning purposes.
- Ensure that fund development activities meet the established budget and timeline.
- Supervise Fund Development Manager (full-time position); conduct performance evaluations that are timely and constructive.
- Other duties as assigned.

Personal Attributes:

- Exceptional communications skills – both written and verbal;
- Organized and detail-oriented with a proven track-record in project management;
- Demonstrated problem-solving and analytical skills;
- Positive attitude and team player;
- Demonstrated ability to lead, collaborate, and build consensus;
- Self-directed with the ability to work both independently and as part of a team;
- A strong commitment to the mission of Friends of the Domes;
- Ability to appropriately handle confidential matters and information;
- Ability to build, cultivate and sustain relationships with individuals, corporations, and foundations that financially support the work of Friends of the Domes.

Knowledge and Qualifications:

- Proven work experience as a Development Director or similar leadership role; 5+ years of experience in fundraising;



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- Fluency in Microsoft Office and/or Google Workplace;
- Experience in donor management systems (preferably Salesforce);
- Bachelor's degree preferred;
- CFRE or other fundraising certifications a plus.

Physical Demands: The employee is occasionally required to traverse within their work area as well as other areas of the facility. Ascending and descending of stairs (building that does not contain an elevator). We value diversity: Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Compensation: \$80,000-\$100,000; up to \$6,000 in healthcare premium reimbursement; flexible work hours; hybrid in-office and remote work arrangement.

Commitment to Diversity: The Friends of the Domes is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the Milwaukee community. The Friends of the Domes does not discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table. We have flexibility around formal education, and our minimum requirements are preferred but not mandatory. We are willing to train a passionate, learning-oriented person with a history of getting results, even if that history is different from the exact descriptors of what they'll be doing within the role.

Send Cover Letter, Resume and Writing Samples:

Christa Beall Diefenbach, Executive Director

Friends of the Domes

Christa.fod@milwaukeedomes.org

No phone calls please.