



MYRIAD GARDENS FOUNDATION  
**Job Description**

**Job Title:** Director of Development

**FLSA Status:** Exempt

**Reports to:** CEO/President of Park Management Company

**Work Schedule:** Full Time; occasional evenings and weekends

**Compensation: Annualized \$75,000 to \$90,000**  
**Bonus Eligible**

*The below is not intended to be all-inclusive but rather to provide examples. The below is subject to change without prior notification.*

### **About Myriad Botanical Gardens**

Myriad Gardens Foundation is the 501 c 3 nonprofit organization that manages and operates Myriad Botanical Garden within a public/private partnership framework with the City of Oklahoma City.

Myriad Botanical Gardens is a beautiful and vibrant destination offering visitors 15-acres of urban green space in the heart of the revitalized downtown Oklahoma City. Free and open to the public, the outdoor spaces include ornamental gardens, a children's garden and playground, performance stage and great lawn, lake, an off-leash dog park, water features including splash fountains for children and walking and jogging paths. Seasonal attractions include a spring and fall garden festivals, summer concerts, holiday events and a winter ice rink and much more. Our year-round horticultural, recreational and cultural programming attracts hundreds of thousands of a diverse visitor ship to the Gardens to learn, discover, play and relax.

The iconic centerpiece of the Gardens is the newly renovated Inasmuch Foundation Crystal Bridge Conservatory. This 10,000 square foot structure is home to thousands of exotic tropical and desert plantings. The Conservatory building complex includes a visitor center, art gallery, classrooms, offices and event rental spaces.

In 2015, Myriad Botanical Gardens received the Schusterman Award for Nonprofit Excellence from the Oklahoma Center for Nonprofits and the top international award from the Urban Land Institute for best urban green space.

### **Position Summary**

Provides leadership and direction for the Myriad Gardens Foundation's individual, corporate, foundation and membership fundraising efforts to raise funds to support the Myriad Botanical Gardens.

### **Essential Duties and Responsibilities**

- Manages the Foundation's annual fund, corporate sponsorships, grants, membership, fundraising special events and donor cultivation and stewardship .
- Works closely with the CEO, Board of Directors and management staff to identify, solicit, acknowledge, fulfill and steward private, foundation and corporate donors.
- Partners with CEO and management team to identify sponsorship and funding opportunities to support the Foundation's mission-driven special events, programs and plant collections.
- Works with a board and staff committee to present two fund raising events each year.
- Coordinates with Director of Events on Corporate sponsorships and timelines.
- Provides direction to and supervision of the Gardens' membership program and retention efforts, annual fund initiatives, print materials along with stewardship and cultivation events.
- Develops and monitors the development department structure in order to accomplish annual and long-range goals. Ensure accurate maintenance of donor database and other development department records including donor gift acknowledgements.
- Engages a cross-departmental team to support the Foundation's fundraising goals through consistent messaging, branding, positive donor engagement and acknowledgement.
- Develops and maintains and promotes positive and professional relationships with donors, internal staff, volunteers, members, vendors, media and general public.
- Prepares monthly fundraising report to CEO and to present at board meetings.
- Other duties as assigned.

### **Supervisory Responsibilities**

- Supervises Membership Manager and Grants and Development Records Manager. Coaches and motivates staff for continual improvement in their skills and job performance.

### **Qualifications**

- Bachelor's degree required.
- Minimum of five years' experience in non-profit fundraising, with proven track record for raising significant funds from private gifts, corporate sponsorships, grants and in-kind donations.
- Experience in a public garden, museum or other cultural nonprofit organization is a plus.
- Detailed oriented and highly organized.

### **Certificates, Licenses, Registrations**

- Bachelor's Degree in business
- Valid Oklahoma Driver's License.
- Certificate in Nonprofit Management and/or Fundraising is a plus

### **Skills and Abilities Required**

- Proven success in meeting and exceeding revenue goals.
- Adheres to Foundation Policy and Procedures.
- Acts as a role model within and outside the Foundation.
- Maintains a positive and respectful attitude.

- Communicates regularly with supervisor about Department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.

### **Additional Job Requirements**

- Clearance of background check.
- Drug Screen

### **Work Environment**

The employee will work in both an office and botanical gardens environment. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time will be spent outside in various weather conditions.

### **Physical Requirements**

- Must be able to sit for extended periods.
- Must be able to bend, stoop and lift on occasions.
- Must be able to climb stairs.
- Must be able to walk from office building to Garden facility.

*The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to perform the essential functions of this job. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

*Park Management Company, Inc., Myriad Gardens Foundation, and Scissortail Park Foundation are Equal Opportunity employers, committed to providing a work environment and employment opportunities free from discrimination. Hiring, promotion, training, personnel, and all other policies are created and maintained in accordance with individual job-related qualifications and without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*Park Management Company, Inc., Myriad Gardens Foundation, and Scissortail Park Foundation supports the ADA and reasonably accommodates qualified applicants with disabilities. If you require a reasonable accommodation at any time during the application, interview, or hiring process, please notify Human Resources to make arrangements.*