

HOWE-LEWIS INTERNATIONAL
POSITION SPECIFICATION

4/1/19

POSITION

Leadership Gift Officer
(newly created position)

ORGANIZATION

The logo for the New York Botanical Garden (NYBG) features the letters "NYBG" in a large, bold, black serif font, centered within a light purple rectangular background.

LOCATION

Bronx, NY

WEBSITE

nybg.org

ABOUT NYBG

The New York Botanical Garden (NYBG) is an iconic living museum. An oasis in this busy metropolis since its founding in 1891, the Garden is a dynamic, leading New York City cultural institution with an annual operating budget of over \$80M. A National Historic Landmark, the 250-acre site's verdant landscape supports over one million living plants in extensive collections. More than one million annual visitors enjoy the Garden, not only for its remarkable diversity of tropical, temperate, and desert flora but also for programming that ranges from renowned exhibitions in the Enid A. Haupt Conservatory and LuEsther T. Mertz Library to celebrations on Daffodil Hill.

The Garden is also a major educational institution. More than 300,000 people annually—among them Bronx families, schoolchildren, and teachers—learn about plant science, ecology, and healthful eating through NYBG's hands-on, curriculum-based programming.

In addition, NYBG operates one of the world's largest plant research conservation programs, with nearly 100 PhD scientists working in the Garden's state-of-the-art molecular labs as well as in the field, where they lead programs in 49 countries.

More information on NYBG can be found at nybg.org.

THE OPPORTUNITY

The Leadership Gift Officer will join a passionate and committed advancement team dedicated to NYBG's success at a truly pivotal moment of new leadership at the Chief Executive Officer and Chief Advancement Officer levels.

This newly created role is designed to develop and advance a pipeline of new major/leadership level individual donors (\$25,000 and up).

The individual in this role will have the opportunity to work across the entire organization to preserve, strengthen and grow the culture of philanthropy. This is a position for someone who genuinely loves front-line fundraising.

FUNDING:

NYBG has an annual operating budget of approximately \$82 million and an endowment with a market value of approximately \$300 million. The Garden has recently initiated a new strategic plan, which will be completed and launched in fiscal year 2021, that will define the next chapter of the organization's 30-year, \$1.2B capital renovation and programmatic revitalization, as well as the financial blueprint to realize the new plan's goals.

On an annual basis, the Advancement program generates operating funds of at least \$21 million in addition to capital and endowment funds from philanthropic sources. In Fiscal Year 2019, the goal for Individual Giving is approximately \$3 million.

A recent analysis of the organization's membership and prospective donor pool identified substantial potential for growth in the leadership gift area. The Leadership Gift Officer role is designed to focus on these current and prospective new donors and to help advance NYBG's culture of major gift philanthropy.

REPORTING RELATIONSHIPS:

The Leadership Gift Officer will report to the Chief Advancement Officer and will work in collaboration with other members of the Advancement staff.

This individual will also foster close working relationships with the horticulture, science, library, and education teams to develop a keen understanding of NYBG funding priorities and to strategize about approaches to individual donors.

SPECIFIC RESPONSIBILITIES:

The Leadership Gift Officer will be expected to:

Front-line Fundraising

- Serve as a front-line fundraiser; actively manage a portfolio of current and prospective individual donors (at the \$25,000+ level).
- Work closely with the Chief Advancement Officer; serve as an active participant in prospect identification, research, analysis, and strategy relative to leadership gift prospects and donors.
- Ensure effective and ongoing cultivation and stewardship.

- Establish and maintain long-term relationships with donors and prospects, working to maximize their support for NYBG through leadership level gifts.
- Develop and articulate specifically tailored cases for philanthropic support for institutional priorities.
- Engage and support, as appropriate, NYBG’s Trustees, CEO, Director of the Garden, curators and colleagues in major gift cultivation and solicitation activities.
- Establish clear direction, performance standards, and benchmarks for success.
- Serve as an ambassador for NYBG.

IDEAL QUALIFICATIONS:

Experience

- An exceptional track record of successful front-line major/leadership gift-level work in settings that might include major not-for-profit organizations, including but not limited to major cultural institutions.
- Substantial knowledge of the NYC, national and global philanthropic, social, and business communities.
- Demonstrated success tapping into new pockets of individual philanthropy.

Personal Qualities

- A genuine interest in and appreciation for the Garden and its unique scope and reach.
- An exceptional communicator; able to engage in meaningful conversation about NYBG, the horticultural world and beyond, and to articulate the case for support.
- Charismatic, engaging.
- A collaborative, inclusive, team-driven style.
- Political savvy to navigate a large, complex institution.
- Impeccable judgment and discretion.
- Socially adept and at ease with a broad range of individuals.
- Sophistication and bearing required to represent the Garden.
- Strong work ethic with the energy, willingness, and ability to regularly participate in evening and weekend events, and to travel as needed.

Education

- Bachelor’s degree required; an advanced degree is preferred.

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COMPENSATION:

Compensation will be competitive and commensurate with experience and accomplishments.

CONTACT

Nominations and expressions of interest will be held in confidence and may be sent to:

Esther Rosenberg or Patty Greco
Co-Managing Directors
Howe-Lewis International
450 Seventh Avenue, Suite 2009
New York, NY 10123
(212) 697-5000



To apply, please [click here](#) (or visit howe-lewis.com and click on the “Assignments” tab on the top menu.) All expressions of interest will be held in confidence.

The New York Botanical Garden is an Equal Opportunity/Affirmative Action Employer. The Garden does not discriminate in its employment practices due to an applicant’s race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin and veteran or disability status. Minorities, women, veterans and individuals with disabilities are encouraged to apply.
