



Zilker Botanical Garden Conservancy

Development Director

Zilker Botanical Garden Conservancy, a public/private partnership working to enhance Austin's beloved Zilker Botanical Garden, seeks a full-time development director to:

- Serve as ZBGC's primary fundraising leader; develop a strategic multi-year fundraising plan aimed at increasing organizational capacity and ensuring long-term growth and sustainability.
- Identify, cultivate, solicit, and steward prospective and existing donors; strengthen relationships with corporate and foundation partners; and engage Board of Directors to support these efforts.
- Manage grants, including researching available grant options, writing grant proposals, maintaining the grant calendar, tracking budgets and outcomes, and submitting reports in a timely manner.
- Collaborate with Public Relations Coordinator to oversee content for ZBGC's website and web presence on social media, and printed materials including flyers and brochures.

Administration & Program Management

- Assist in facilitating weekly staff meetings and provide support to co-workers.
- Attend quarterly Board of Director meetings to report on fundraising and organizational plans and policies.
- Build an annual budget for the organization and prepare program and project budgets.
- Track expenses and ensure organization operates efficiently and within budget.
- Process and track donations (monetary and in-kind), and issue gift acknowledgements and tax-receipts for monetary and in-kind donations.

Minimum Qualifications

- Experience in nonprofit management or development.
- Self-motivated, self-starter, and dedicated to advancing the ZBGC mission.
- Able to engage and collaborate with the Board of Directors.
- Able to empower co-workers and delegate tasks to staff, the Board, and volunteers.

Preferred Qualifications

- College or university degree in a relevant field.
- Strong networking/fundraising skills; experience in donor stewardship, grant writing/management, and event management is desired.
- Demonstrated strategic thinking and planning abilities.
- Ability to envision and convey an organization's strategic future to staff, board, volunteers, and donors.
- High level of resourcefulness, creativity, and solid organizational leadership.

Desirable Skill Set

- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Excellent written and verbal communication skills and the ability to work well with people.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Proficiency in Microsoft Office Suite/OneDrive: Word, Excel, PowerPoint. and contact management software.

Benefits: ZBGC offers paid time-off, paid sick leave, paid holidays, and healthcare benefits.

Start date: September 1

Approximate hours of work are within the hours of 8 am –6 pm. Candidates must be able to work a flexible work schedule, including some weekends or evening, as necessary.

Valid TX State Driver's License and reliable transportation with current auto insurance are required. Position involves some local travel. Reimbursement is available for work related travel

and parking expenses.

To Apply: Please send a thoughtful cover letter, resume, and references in a single PDF to:
info@zbgconservancy.org

*Subject line: **Development Director Application**

Applications will be accepted until position is filled. Applications will be reviewed upon receipt.

ZBGC is an equal opportunity employer. Criminal background screening and past employer reference checks will be conducted for final candidates.