

National Bonsai Foundation Hiring a Director of Development

The National Bonsai Foundation (NBF) is currently hiring for a Development Director in the Washington DC Metro area. This is a full-time, hybrid position in a continuously evolving work environment.

Founded in 1982, the National Bonsai Foundation is a 501 (c) (3) nonprofit that works in cooperation with the U.S. National Arboretum to supply financial, programmatic, and curatorial support for the National Bonsai & Penjing Museum. The Foundation offices and Museum are located on the grounds of the Arboretum in Northeast Washington, DC.

This private/public collaboration between the Foundation and the Arboretum enables the Museum to promote the art of bonsai and penjing to visitors through masterpiece displays and educational programs while also fostering intercultural friendship and understanding.

About the position

The Development Director is responsible for soliciting and closing large dollar and multi-year corporate sponsorships, sourcing and winning grants, and cultivating individuals for major giving. The Director will be held accountable to an overall bold fundraising goal and report directly to the Executive Director of the NBF.

Responsibilities include but are not limited to:

- Prospect, develop profiles of, and secure local and national corporate sponsorships, individual donations, and grant opportunities. This includes handling existing and new sponsorships, renewal, and deepening engagement to retain and upgrade their financial commitment year on year.
- Identify and lead existing and new sponsorships and relationships to achieve NBF goals through the cultivation, stewardship, renewal, and deepening engagement via frequent face-to-face meetings to retain and upgrade their financial dedication, according to timeline and business plan.
- Develop annual stewardship and cultivation plans for NBF donors to include an intense focus on donor retention.
- Handle and engage new individual donors. This will include planning and implementing periodic engagement events for donors, donor prospects and board members.
- Maintain timely communication with the Executive Director.
- Work closely with the Communications support team to develop and execute promotion and communications plans for fundraising initiatives.
- Assist in development of case of support and “pitch” initiatives for potential donors.

Required Experience:

- Experience with donor database programs.
- Bachelor's Degree.
- 5-7 years of experience in fundraising, outside sales or in a non-profit organization in a similar capacity.
- Knowledge of community organizations, foundations, sales, fundraising, and marketing principles, practices, techniques, and trends.
- Proven verbal and written communication skills, including the ability to present to large and small groups. Skill in written communications to include clear and concise narrative reports, evaluations, and similar narrative pieces.
- Ability to read, comprehend and analyze number goals, as well as fundraising reports. Skill in use of spreadsheet/database analysis.
- Intermediate knowledge and skill with Microsoft Office 365, email, presentations, spreadsheets, and CRM systems. Advanced knowledge and skill with these programs is helpful.

Application requirements:

- Resume
- Cover letter
- Writing sample may be requested
- Contact information for 1-3 reference(s)

Please send your application to Bobbie Alexander, Executive Director of NBF, at balexander@bonsai-nbf.org.