JOB TITLE: Development Manager
REPORTS TO: VP of Philanthropy
STATUS: Full-Time, Fully Benefited, Exempt
LOCATION: Portland, Oregon
COMPENSATION: $58,000.00-$62,000.00 per year (Depending on Experience)

Our Lan Su Chinese Garden mission is to cultivate an oasis of tranquil beauty and harmony to inspire, engage and educate our global community in the appreciation of a richly authentic Chinese culture.

About Lan Su Gardens:
Lan Su Chinese Garden is one of Portland's greatest treasures and most interesting sites to see while visiting Portland. A result of a collaboration between the cities of Portland and Suzhou, our sister city in China's Jiangsu province that is famous for its beautiful Ming Dynasty gardens, Lan Su was built by Chinese artisans from Suzhou and is one the most authentic Chinese gardens outside of China.

Lan Su may have the purposeful career you have been wanting to grow with this position scope:
Lan Su Chinese Garden is seeking a Development Manager to join our team. This position contributes to the growth of existing fundraising and membership operations, while promoting a culture of giving in which board and staff members are fully equipped as ambassadors, embracing their roles as an integral part of Lan Su philanthropy efforts.

Essential Responsibilities:
- Lead, follow and embrace the Lan Su Vision, Mission & Values.
- Responsible for generating revenue that follows Lan Su’s vision and procedures.
- Assist in renewing, cultivating, and upgrading assigned donors, volunteers, and sponsors.
- Supervise, train, motivate and develop a team of employees with formalized plans.
- Assist with the identification of prospects for new development and assigned events.
- Complete responsibilities in a manner that supports a collaborative, donor centric culture.
- Support a relationship-based development model focusing on strategies for acquisition, securing investments, stewardship, and measurable goals.
- Manage preparation of organizational written materials for effective external communications, intentional storytelling, and securing individual gifts, grants, and corporate donations.
- Oversee grant management and annual giving campaigns, including appeal letters and e-blasts.
- Provide leadership to Grant Writer.
- Collaborate with VP of Philanthropy in stewardship events, corporate partnerships, individual donor stewardship.
- Other duties as needed, requested or required. Regular and reliable attendance.

You may not have everything needed. Perhaps you have a strong combination of experience, technical, academic skills and passion in the following areas:
- A Bachelor’s degree preferably in development, communications, or related field.
- 3-6 years of experience in a Development Role.
- Proven experience asking for and securing gifts.
- Strong technological intuition with an ability to imagine how technology can serve as a platform moving forward in meeting goals.
- Exceptional organizational skills; able to meet deadlines while balancing multiple projects.
Experience planning and coordinating large-scale campaigns and events.

Proficient in Microsoft Office Suite; Salesforce or other nonprofit CRM applications.

Excellent writing skills, with strong attention to detail; excellent verbal communication skills.

Ability to problem-solve and take limited direction on tasks, strong analytical skills.

Ability to maintain a positive, professional, and service-oriented approach toward a variety of youth, foster parents, donors, community members, legislators, etc.

Familiarity with major gifts is a plus but not necessarily required.

For your personal well-being, the Garden offers: (Full-time, fully benefitted positions)

- Beautiful garden environment with areas to walk and enjoy an oasis of tranquil beauty
- Employer Paid Health and Dental Insurance for employee only coverage.
- Employer-paid Group Life/ADD and short-term disability insurance.
- Vacation time accrual.
- Sick time accrual.
- One (1) Personal Floating Holiday per year.
- Holiday pay or accrual of floating holiday if you are scheduled to work on a recognized paid holiday.
- Garden Shop & Teahouse Discount.
- 401K Participation and Employer match.
- Complimentary Family & Friends Membership to Lan Su Chinese Garden.
- Complimentary gym access to the workout facility in the administrative office building.
- Complimentary access to reciprocal venues throughout Portland.

We look forward to hearing from you, just follow these few steps to send your information to us: Placing “DEVELOPMENT MANAGER” in the subject line of your email along with your cover letter, resume, & three references to lansuhr@lansugarden.org  Please, no drop-in’s or phone calls. Applications will be received on a rolling basis until the position is filled.

Lan Su Chinese Garden is committed to maintaining an environment where employees contribute to the organization’s achievement, take pride in the results of their work, are appreciated as individuals, and are encouraged to develop to their fullest extent. Lan Su is an Equal Opportunity Employer. It is our policy that employees will not be discriminated against in the terms and conditions of employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability, or any other classification protected by law.