

JOB TITLE: Director of Philanthropy

REPORTS TO: Executive Director

POSITION STATUS: Full-Time, Exempt, Benefits, Primarily On-site, Hybrid as approved by ED

COMPENSATION: \$75,000-\$80,000

Lan Su Chinese Garden's 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. 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 **Director of Philanthropy** to spearhead the growth of the fundraising and membership program and serve as a critical member of the Lan Su Leadership Team. This position will oversee 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.

POSITION SCOPE

Lan Su seeks a creative, collaborative, results-driven Director of Philanthropy. Our Director has a connection to or an interest in Chinese culture, possesses a gift for cultivating, securing, and stewarding major gifts as well as engaging current staff in innovative and goal-oriented fundraising strategies. This position includes six key objectives:

- Lead, follow and embrace the Lan Su Vision, Mission & Values.
- Plan, execute, lead, and manage a comprehensive effort to grow contributed revenue.
- Plan for and implement a major gifts program.
- Direct a growing individual, corporate, and foundations fundraising program.
- Develop and execute innovative strategies to increase member acquisition and retention.
- Achieve fully integrated philanthropy across the organization.

PRIMARY RESPONSIBILITIES

The Director of Philanthropy's priorities will be to:

I. Develop and Implement a Fundraising Strategy

- In collaboration with the Executive Director and the Board of Directors, set the strategy and tone for fundraising and membership, emphasizing the implementation of innovative and creative ideas for securing private donations and new members. Work closely with the Board to inspire greater participation in philanthropic efforts.

- Set the overarching direction, establish metrics, and lead the staff in the execution of fundraising and membership activities, events, and campaign planning. Working with the development and membership staff, see that plans are implemented, goals achieved, timely reports generated, and information shared.
- Build a culture of philanthropy and develop a strategy to collaborate with key staff so that every staff member is engaged in raising funds and elevating the profile of Lan Su. Partner closely with program staff to make certain that fundraising requests match program needs.
- Provide oversight and strategic direction for Government and Foundation Support around government funding applications and compliance related to private grants.
- Provide oversight and strategic direction for agency fundraising and relationship building events.
- Monitor key fundraising and membership trends and issues and communicate their implications to Executive Director with suggested action.

II. Expand the Major Giving Program

- Oversee the expansion of Lan Su's major gift program, the Scholar's Society. Lead and participate in the solicitation efforts of targeted individuals and corporations. Exercise diplomatic persistence in the cultivation of donors. Use metrics to illustrate growth in donor giving.
- Oversee the development and growth of the Orchid Society, Lan Su's planned giving program.
- Work closely with the VP of Culture and Community to build greater visibility through digital communications, social media, and other cultivation tools.

III. Lead Fundraising Growth Strategies

- Review and enhance the capacity of the staff and infrastructure to achieve philanthropic goals.
- Evaluate and refine processes to support fundraising and membership success. Monitor fundraising progress and donor stewardship; and provide analytic reports to senior leaders, the Executive Director, and the Board.
- Build a culture of continuous improvement by using data to drive decisions and make course corrections when necessary.

EXPERIENCE AND ABILITIES

The Director of Philanthropy should thoroughly embrace and represent Lan Su's mission and philosophy and have the following experience and qualifications:

- Successful senior leadership experience with a nonprofit organization achieving fundraising and membership goals.
- Demonstrated deep understanding of organization and cultural philanthropy, using a proactive, innovative, and entrepreneurial approach to fundraising.
- Interest in or connection to Chinese culture.
- Experience as a frontline fundraiser with demonstrated success in personally cultivating, soliciting, and securing major gifts.

- Experience in developing and sustaining strong relationships with donors, the Board of Directors, and leadership groups.
- The ability to interact professionally with dedicated Board and staff members who have diverse professional skills and perspectives.
- A passionate and disciplined commitment to develop and execute broader organizational strategies to advance the goals of the agency.
- Comfortable/flexible in a dynamic, fluid, and fast-paced work environment.
- Demonstrated management experience providing effective coaching, direction and leadership of direct reports.

Lan Su encourages and seeks out candidates of diverse background and experience.

For your personal well-being, the Garden offers: *(Full-time, fully benefited 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.

TO APPLY

We look forward to hearing from you, just follow these few steps to send your information to us: Place **“Director of Philanthropy”** 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.