

NOW HIRING
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Title

Donor Relations Manager

Reports to

Senior Development Director

Status

Full-time/Exempt

Salary

\$70,000-\$85,000

Commensurate with experience

Donor Relations Manager

Cultivate. Educate. Celebrate.

The Idaho Botanical Garden (IBG) is seeking a thoughtful, relationship-oriented Donor Relations Manager to join our team. This full-time role is ideal for someone who is passionate about people and philanthropy and wants to help build the future of a beloved community institution.

About Us

Nestled in the Boise Foothills, the Idaho Botanical Garden is a 32-acre living museum that connects people, plants, and nature. With 15 acres of cultivated gardens and a 10-acre expansion underway which includes an Arboretum Interpretive Garden, Horticultural Therapy Garden, and Scholar Garden as we enter a transformational era.

Our mission is clear and compelling: Cultivate. Educate. Celebrate. At IBG, we value respect, inclusivity, collaboration, curiosity, and approachability. We foster a coaching-centered culture where team members are trusted, supported, and appreciated.

The Opportunity

As Donor Relations Manager, you will play a key role in deepening relationships with donors and driving philanthropic support to help us grow, educate, and inspire. You'll manage a portfolio of donors and prospects, build meaningful connections, and match donor passions with Garden priorities, ranging from capital projects to education programs to conservation initiatives.

This is an exciting time for IBG growth as we work to expand our programs and spaces through a capital campaign. The emphasis of this position is on cultivating capital gifts to help us reach our overall campaign goal.

This is more than a fundraising roll this is an opportunity to connect people to nature, build a stronger community, and help create a more sustainable future. You'll report to the Senior Development Director and be part of a close-knit development team committed to excellence, creativity, and joyful collaboration.

Key Responsibilities

Build with Purpose

- Manage a portfolio of approximately 75-100 major gift donors and prospects.
- Build individualized engagement strategies based on each donor's interests, giving history, and communication preferences.
- Develop and present tailored proposals, donor offers, and stewardship plans.

Tell Our Story

- Work with program and garden staff to understand current projects and future priorities.
- Share the impact of donor gifts through thoughtful updates, impact reports, and meaningful experiences in the Garden.
- Collaborate with the development team on communications, donor recognition, and campaigns.

Inspire Giving and Connection

- Initiate and grow relationships with new and existing donors through personal outreach and in-person meetings.
- Cultivate planned giving conversations and integrate legacy giving into donor engagement.
- Help donors see themselves in the future of the Garden.
- Retention and upgrading of donors; including cultivation of transformational gifts.

Drive Results

- Track and report on donor engagement, gift progress, and portfolio metrics.
- Contribute to annual fundraising goals, campaign targets, and Garden-wide initiatives.
- Work collaboratively across departments to ensure a cohesive donor experience.
- Achieves agreed-upon annual revenue goal based on individual donor goals
- Meet or exceeds KPI's to reach organizational goals. Examples are:
 - 80% of portfolio contains at least one semi-annual quality contact.
 - 10 in person donor solicitation meetings per month.
 - 5 or more solicitations of \$25,000+/quarter.
 - 25% of Donor Relations Manager portfolio makes a major gift annually.
 - Overall major contribution totals meet or exceed \$175,000 annually.

What You Bring

- Preferred Bachelor's Degree in related field
- At least 3 years of experience in donor relations, nonprofit development, or major gift fundraising.
- A passion for people and a talent for building trust-based relationships.
- Experience soliciting and closing gifts of \$10,000 and above.
- Knowledge of fundraising strategy, planned giving, and stewardship best practices.
- Exceptional communication, organization, and follow-through.
- Ability to think strategically and act compassionately in a dynamic, community-based setting.

- A collaborative spirit, positive attitude, and commitment to the mission of the Garden.
- Proficiency with Microsoft Office and donor databases (we use Altru).
- Availability to work some evenings and weekends for donor events and programs.
- Valid driver's license and ability to pass a background check.

Why Join Us?

- **Work with purpose:** Help shape and grow a beloved community space that fosters well-being, learning, and environmental stewardship.
- **Connect people to nature:** Be the bridge between community passion and mission impact.
- **Be part of a supportive culture:** At IBG, we trust and value each other, assume positive intent, and celebrate progress together.

To Apply

Please submit resume and cover letter, for review to hire@idahobotanicalgarden.org

It is understood that this job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed within this job, but this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.