

GARDENS OF GOLDEN GATE PARK

Position Title: Philanthropy Coordinator

Hours: Full-time (35-hour workweek); Hybrid (3 days in office / 2 days Telecommute)

Role Classification: Regular w/ Benefits

Exemption: Exempt

Reports to: Membership Manager

Salary: \$58,656 - \$70,000

ABOUT THE GARDENS OF GOLDEN GATE PARK

The mission of Gardens of Golden Gate Park is to connect people to plants, the planet, and each other. Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department (RPD) and the San Francisco Botanical Garden Society (SFBGS) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement between RPD and SFBGS, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner. Key areas of responsibility for SFBGS include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD is responsible for horticulture and facility management and maintenance, master planning and capital improvements conducted with SFBGS, and other functions. Together, RPD and SFBGS collaborate on collections management within the Gardens.

The Conservatory of Flowers is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

The Japanese Tea Garden is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.



San Francisco Botanical Garden opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco's oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

POSITION SUMMARY

The Gardens of Golden Gate Park is poised for significant growth as we prepare for a major comprehensive campaign aligned with our new strategic plan. We are looking for enthusiastic team members to help drive impactful donor engagement and elevate the Gardens to new heights of excellence. The Philanthropy Coordinator will play a crucial role in our newly integrated Advancement department, which combines Marketing & Communications with Philanthropy. This role demands adaptability and a proactive mindset to thrive in our dynamic and evolving environment.

The Philanthropy Coordinator plays a vital role in our Advancement department by ensuring the accurate and timely processing and acknowledgment of all donations. Reporting to the Membership Manager, the incumbent will manage gifts from various fundraising channels and provide exceptional service to our members and donors throughout their engagement. In this role, you'll collaborate with stakeholders across membership, annual fund, major donor, institutional, and campaign fundraising areas. You will also coordinate with the Finance department to ensure precise data entry, reporting, and compliance. Working closely with the CRM Manager, you'll help maintain the accuracy and integrity of donor information in our database (currently PatronManager, built on Salesforce).

PRIMARY RESPONSIBILITIES

- Accurately process and document gifts from all channels, ensuring compliance and timely acknowledgment.
- Prepare and send donor acknowledgment letters and respond to member inquiries with prompt, thoughtful communication.
- Maintain and update donor data in PatronManager, ensuring accuracy and proper coding.
- Implement and track mailing campaigns in PatronManager to identify growth opportunities.
- Develop and produce reports for funders, mailings, audits, and fundraising activities.
- Collaborate with CRM Manager to enhance gift processing efficiency, reconcile data with Finance, and improve database operations.

- Collaborate on strategic projects and contribute to Advancement events by managing tracking systems, lists, and other related duties to enhance team capabilities and improve the member and donor experience.
- Demonstrate high integrity, discretion, and accountability while contributing to a positive work environment and providing professional, warm communication with donors at all levels.
- Support various office and administrative tasks as needed, including assisting with departmental projects, organizing files, scheduling meetings, special events, and other related duties to ensure smooth operation of the Advancement department.

EXPERIENCE & QUALIFICATIONS

- High accuracy in data entry and attention to detail.
- Proficiency with CRM systems, preferably Salesforce, and familiarity with Microsoft Office Suite and Asana.
- Experience in nonprofit visitation-based organizations, particularly gardens, museums, or performing arts preferred.
- Collaborative team player with a commitment to a positive work environment
- Excellent troubleshooting skills and strong verbal and written communication abilities, with a proven track record of identifying and resolving process inefficiencies while collaborating effectively with diverse stakeholders.
- Familiarity with fundraising and donor management tools beyond CRM systems, such as donation processing platforms or email marketing software.

ADDITIONAL EXPECTATIONS

- Ability to work independently as well as collaboratively with the Advancement team, other colleagues and partners.
- Willingness to accommodate a flexible work schedule, including occasional evenings and weekends.
- Accessible to hybrid work environment with 3 days onsite.

FOR ADDITIONAL INFORMATION AND TO APPLY: Complete application with attached cover letter at <https://recruiting.paylocity.com/recruiting/jobs/All/99885d66-fdde-45ea-b169-b55cfb505be0/Gardens-of-Golden-Gate-Park>

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or any other category protected by law.