



DEVELOPMENT MANAGER

POSITION SUMMARY

The Development Manager supports the day-to-day operations of the American Horticultural Society's Development program to achieve annual contributed revenue goals. This position plays a key role in donor engagement, gift processing, event coordination, data management, and communications. The Development Manager ensures the timely production of appeals and donor correspondence, supports stewardship programs and special events, and serves as an internal liaison to the Finance, Membership, and Communications teams. This position reports to the Director of Development and Engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Annual Fund and Donor Communications

- In partnership with the Director of Development and Engagement, produce donor appeals and correspondence. This includes managing Raiser's Edge exports, mail merges, and mailing production.
- Coordinate and provide creative input for development-related materials, including donor invitations, signage, banners, social media graphics, and newsletter content, ensuring brand consistency and engaging visual storytelling.
- Monitor and respond to inquiries from development email inboxes.
- Create and maintain acknowledgment templates and pledge reminders.

Development Operations

- Supervise the Data Processor to ensure timely processing of gifts and electronic acknowledgment letters sent electronically or to a dropbox. Enter all gifts received at AHS headquarters.
- Coordinate the in-house production of acknowledgment letters for \$500+ gifts and ensure timely fulfillment.
- Reconcile contributions entered in Raiser's Edge with the Finance Department as needed.
- Develop and maintain gift documentation policies and filing systems.
- Generate monthly reports and analysis to inform strategy.
- In partnership with the Director of Development and Engagement, oversee the Development calendar, including grant deadlines.
- Stay current with Raiser's Edge functionality and participate in relevant trainings to enhance development operations.

Donor Stewardship and Special Events

- Support the planning and execution of the annual AHS Gala and other donor cultivation events.
- Ensure that President's Council Members and Gala sponsors receive all promised benefits and timely stewardship.

Online Giving and Digital Engagement

- Manage AHS' online donation platforms and giving forms.
- Coordinate the flow of online giving data into Raiser's Edge and troubleshoot any processing issues.
- Assist in maintaining the development pages of the AHS website in collaboration with the Communications team.

General and Cross-Departmental Support

- Oversee the operations of the Children's Nature Library and Reading Room at River Farm, including managing volunteers, coordinating programming, and supporting community partnerships.
- Collaborate across departments, providing development's perspective to membership, finance, and communications functions as needed.
- Assist with other projects or duties as assigned.

JOB REQUIREMENTS

- **Education:**
 - Bachelor's degree required.
- **Experience:**
 - 3-5 years of professional experience in development, with a strong emphasis on **Annual Fund strategy** and **direct mail appeals**.
 - Experience planning and supporting fundraising events preferred.
- **Technical Skills:**
 - Proficiency in **Raiser's Edge** and **Blackbaud NXT** preferred.
 - Familiarity with **Canva** or similar design software, a plus.
- **Personal Attributes:**
 - Excellent organizational, communication, and collaboration skills.
 - Detail oriented and able to manage multiple projects in a fast-paced environment.
 - **Passion for plants and horticulture** is highly desirable.
 - Strong interpersonal skills and a can-do attitude, with the ability to remain flexible and composed amid shifting priorities and multiple deadlines.
- **Work Environment:**
 - Hybrid schedule with **one work-from-home day per week**.
 - Availability for **occasional evening or weekend work** is required during events or peak times.

Compensation

- This is a full-time position with a salary of \$70,000
- Compensation commensurate with experience.
- This position includes benefits (health and vision, 401 (k), vacation, and sick time off).

To Apply

Qualified candidates should send a resume and cover letter that describes their experience and interest to Katie Tukey, Director of Development & Engagement, at ktukey@ahsgardening.org with the subject line: Development Manager.

Please submit your resume and cover letter in Adobe PDF or Microsoft Word only. The deadline for submitting materials is September 15th. However, applicants will be considered on a rolling basis and are encouraged to apply early.

AHS is an Equal Opportunity Employer. We value a diverse workforce and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity/expression, or disability.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.