



FREDERIK MEIJER Gardens & Sculpture Park

JOB DESCRIPTION – DIRECTOR OF PHILANTHROPY & MEMBERSHIP

Department: Philanthropy

Supervisor: President & CEO

Pay Type: Full-time, Salaried, Exempt

Date Posted: November 16, 2021

Position Summary: Provide inspirational leadership and management to the Philanthropy and Membership departments, and actively participate in the management team and serve as a staff liaison to the Board of Directors and to committees of the board as related to this position. The Director will take a lead role in stewardship and ensuring we honor all gifts.

Essential Functions:

- Understand the complex and broad scope of the philanthropic landscape of West Michigan.
- Understand and take a lead role in honoring and providing stewardship to the gifts received by all donors, The Frederik Meijer Gardens & Sculpture Foundation, and The Meijer Foundation.
- Provide leadership, support, and guidance to the members of the Philanthropy and Membership departments.
- Develop, organize, and lead donor identification, cultivation, solicitation, and stewardship efforts for annual funds, tributes, sponsorships, grant writing, and fundraising events.
- Lead efforts related to new, renewing and returning members as well as member stewardship events.
- Lead responsibility for donor and member benefit fulfillment.
- Ensure all applicable regulations and laws regarding charitable giving and donor acknowledgement are followed.
- Direct all programs and policies including the development of goals and budgets.
- Draft, propose and implement approved operational budgets.
- Proactively communicate.
- Display accountability, accurate attention to detail, confidentiality, cooperation, timeliness, and guest-centric attitude.
- Report and communicate the above and any other duties assigned by the President & CEO.

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles, with a strong emphasis on professional behavior and treating others with dignity and respect.
- Embrace that we are a nonprofit institution that serves the public and you will work with a broad and diverse group of employees, volunteers, members, and guests.

Education and/or qualifications preferred:

Education: Bachelor's degree or any combination of equivalent education, training, and work experience.

Experience: At least 8 years of experience in philanthropy, fundraising, nonprofit management, communications and marketing. Minimum 5 years supervisory experience required.

Skills/Knowledge/Licenses: Knowledge of Raiser's Edge software desired. Multitasking, flexibility and quick decision-making skills required. Must have leadership and management skills to lead department staff.

Working Conditions: Regular office environment; occasional assignment to off-shift duties. Requires the willingness to work nontraditional hours and attend external events. Requires ability to operate computer and other office equipment, plus mobility in office, grounds, and exhibition areas. Ability to lift to 10 pounds frequently and up to 25 pounds occasionally. Physical presence on the premises is required to interact with Philanthropy and Membership team members to meet team objectives.

Apply online at <http://www.meijergardens.org/contact/careers/> or send your cover letter and resume to hr@meijergardens.org.

Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.

All candidates are required to submit to our background and drug screening process.

Frederik Meijer Gardens & Sculpture Park promotes the enjoyment, understanding, and appreciation of gardens, sculpture, the natural environment, and the arts.

Director of Philanthropy and Membership Search Position Statement

Frederik Meijer Gardens & Sculpture Park seeks a Director of Philanthropy and Membership (Director). The Director will provide inspirational leadership and management to the Philanthropy and Membership departments and actively participate on the Meijer Gardens management team. The Director will serve as a staff liaison to the Board of Directors and to certain committees of the board. The Director will take a lead role in stewardship and ensuring we honor all gifts. The Director reports to David Hooker, President & Chief Executive Officer.

The Director will carry out duties within the framework of the Meijer Gardens mission to promote the enjoyment, understanding and appreciation of gardens, sculpture, the natural environment, and the arts. The Director will continue our tradition of a commitment to diversity and inclusion in all we do, including seeking financial support and advocacy support from people representing all walks of life. The Director will be a visible representative of Meijer Gardens to the greater Grand Rapids community through media events, donor events, public speaking events and presentations.

Expanding on the expectations listed in the job posting, the Director along with all employee team members and volunteers must embrace our mission, brand, operating model, and guiding principles. In the 1960s our benefactor, Fred Meijer, put a strong emphasis on professional behavior and treating others with dignity and respect. He was an early leader in promoting diversity and inclusion before these terms were commonly used, as they are today. It is a tradition we continue and is embodied in our guiding principles.

Meijer Gardens Guiding Principles:

1. We believe in a guest experience that is enjoyable, inspiring and rewarding.
2. We embrace curiosity and wonder in all aspects of the guest experience.
3. We believe in accessible facilities, grounds, programs and communications.
4. We believe in a positive and collaborative work environment.
5. We believe in a visual presentation based on quality, attention to detail and intentional design.
6. We strive to be recognized as one of the finest cultural institutions in the world.
7. We believe in being leaders within the cultural, art and horticulture communities we serve.
8. We believe in fostering diversity, respect, creativity and professionalism.
9. We believe in valuing and preserving our history to highlight the extraordinary story of Meijer Gardens.
10. We believe in clean and safe facilities and grounds.
11. We believe in being good stewards of the natural environment.
12. We believe in financial stability and sustainability to assure that Meijer Gardens can be enjoyed by future generations.

13. We honor our donors and volunteers by being good stewards of their many gifts.

One of the world's most significant botanic and sculpture experiences, Meijer Gardens is a private nonprofit corporation with a public purpose and recognized as a 501 (3)(c) by the IRS. Prior to the pandemic, we regularly served 600,000 guests per year. Despite the pandemic, in 2020 we were recognized as one of the 100 most visited museums in the world by *The Art Newspaper*.

The 158-acre main campus is home to multiple themed gardens and a sculpture park featuring unique sculpture sites, with artwork from internationally acclaimed artists such as Jean Arp, Claes Oldenburg, Coosje van Bruggen, Auguste Rodin, Henry Moore, Barbara Hepworth, Richard Hunt, Richard Serra, Louise Bourgeois, Antony Gormley, Beverley Pepper, Marshall Fredericks, Ai Weiwei, Magdalena Abakanowicz, and Jaume Plensa, among others.

The facilities include Michigan's largest tropical conservatory; an award-winning interactive children's garden; arid and Victorian gardens with bronze sculptures by Edgar Degas and Auguste Rodin; a carnivorous plant house; outdoor gardens; a farm garden replicating a 1930s-era Michigan farm; and a 2,300-seat outdoor amphitheater, featuring an eclectic mix of world-renowned musicians. In June 2015, the eight-acre Richard & Helen DeVos Japanese Garden opened. Created by renowned designer Hoichi Kurisu, the garden features sculptures by Anish Kapoor, Jenny Holzer, David Nash, George Rickey, Giuseppe Penone, Masayuki Koorida and Zhang Huan.

The sculpture exhibition program hosts changing sculpture exhibitions each year, by artists such as Ai Weiwei, Pablo Picasso, Edgar Degas, Michelle Oka Donor, Mark di Suvero, Jonathan Borofsky, Alexander Calder, Rebecca Louis Law, Jim Dine, Zhang Huan, Masayuki Koorida, Beverly Pepper, and Dale Chihuly. In April 2022 we will host an exhibition with Yinka Shonibare. All these exhibitions and related programming offer excellent sponsorship opportunities.

The horticulture exhibition program hosts three annual exhibitions: University of Michigan Health- West Health Christmas & Holiday Traditions, Fred and Dorothy Fichter Butterflies are Blooming and Chrysanthemums & More! These exhibitions are significant drivers of our visitation and offer opportunities for sponsorship.

Meijer Gardens has three established concert series: The Fifth Third Bank Summer Concerts at Meijer Gardens, Tuesday Evening Music Club and Jim & Marie Preston Sunday Strings. Music is an important way we connect with people from all walks of life. The concert series are a driver of membership sales and offer multiple sponsorship opportunities.

The sculpture exhibitions, horticultural exhibitions, and concert series are significant drivers of our membership program. Membership is an essential part of our annual funding and long-term sustainability.

Meijer Gardens began construction on a \$115 million expansion of its facilities, gardens, and art collection. The expansion in 2016. The expansion, called *Welcoming the World: Honoring a Legacy of Love*, includes a 69,000-square-foot Welcome Center; a 23,000 square-foot Covenant Learning Center; a transportation center, an expanded and upgraded amphitheater; a 230-seat outdoor picnic pavilion; a rooftop sculpture garden; a completely redesigned, expanded, and rebuilt Volunteer Tribute Garden; a new and expanded English Perennial Garden; and reimagined parking lots.

Meijer Gardens welcomes and seeks donations and in return provides naming opportunities for donors. These naming opportunities are important, and we work hard to honor our commitments. Stewardship of the gifts and sponsorships we receive is of the highest priority.

There is a 200-acre undeveloped Natural Environment Area to the east of our main campus. The Director, as a member of the management team, will help create a vision for this property consistent with our mission.

To be included in our confidential search process, please submit your qualifications, resume and/or curriculum vitae, and letter of application to Angela Violet, Director of Human Resource Management, via US Mail or to hr@meijergardens.org, or apply online at <http://www.meijergardens.org/contact/careers/>. Professional references required.