

Development Manager



POSITION OVERVIEW

The Japanese Friendship Garden of Phoenix – RoHoEn – is an authentic 3.5-acre Japanese stroll garden with a tea garden and a tea house. This tranquil and beautiful setting features more than 1,500 tons of hand-picked rock, a 12-foot waterfall and koi pond, stone foot bridges and lanterns, and more than 50 varieties of plants.

The mission of the Japanese Friendship Garden of Phoenix is to provide a beautiful place of serenity, peace, education, and cultural engagement.

The role of the Development Manager is to lead and execute a comprehensive fundraising strategy while supporting the cultivation of individual and corporate donors. The Development Manager plays an essential role in securing the financial resources needed to sustain and grow the mission of the Japanese Friendship Garden of Phoenix.

COMPENSATION AND BENEFITS

Schedule:	Scheduled on weekdays, must be available Saturdays/Sundays and evening shifts for events, as needed
Wage:	Salary commensurate with experience
Benefits:	40 hours vacation, 40 hours paid sick time
Status:	Full-time, 40 hours non-exempt
Reports to:	Executive Director
Employer:	Japanese Friendship Garden of Phoenix, Inc. 501(c) (3)

RESPONSIBILITIES

- Act as the primary point of contact for inquiries related to funding, donation, and fundraising events
- Create and maintain a corporate sponsorship program engaging current, past, and potential sponsors
- Develop and maintain a comprehensive database of donors and funding received
- Facilitates fund raising campaigns such as the Annual Giving Campaign and AZ Gives Day including the Annual Giving Campaign
- Assists in the development of grant proposals, narratives, and reports
- Foster strong relationships with donors, sponsors, and stakeholders
- Lead and support special and signature Garden events
- Other duties as assigned by executive staff

JOB REQUIREMENTS

- Bachelor's degree (or equivalent work experience) in non-profit administration, business administration, communications, or a related field
- Minimum of 2 years of experience in fundraising, campaign management, and/or sales
- High levels of passion and enthusiasm for Japanese gardens and/or Japanese arts and culture
- Ability to navigate office administrative software such as Microsoft 365 and Zoom.
- Experience with customer relationship management systems or program management software a plus.

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JOB REQUIREMENTS (Continued)

- Strong organizational skills, meticulous attention to detail, and a solution-oriented approach.
- Proficiency in written and spoken Japanese language a plus
- Excellent customer service skills and ability to maintain positive relationships with diverse constituents
- Ability to thrive with independent work and collaborate on a team
- Must be able to lift and carry up to 50 lbs. Standing and walking in an outdoor setting is required 50% of the time.

Japanese Friendship Garden of Phoenix is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.