**Job Description  
Executive Director  
The Friends of Vander Veer**

1. Direct all aspects of this non-profit organization, which raises funds to support Vander Veer Botanical Park, Davenport, Iowa.
2. Direct and implement all fundraising initiates, including annual appeal, Birdies for Charity, membership renewal, grants, corporate gifts, and memorial donations.
3. Manage all fundraising events in the organization, leading volunteer teams to organize, plan and implement each event. Participation in events and leadership at the events is also expected.
4. Direct all marketing efforts, including collateral materials, website, social media, and online newsletters.
5. Manage a Board of Directors composed of volunteers from the community.
6. Manage the organization’s financials, including bank deposits, reports, and planning meetings.
7. Candidate must have an ability to manage multiple projects with varying volunteer participation.
8. Candidate maintains donor relations, and must have a strong donor service orientation demonstrated by the ability to anticipate, understand, and respond to many donors.

This is a part-time position; 25-30 hours per week as agreed upon by Candidate and Board of Directors. Salary commensurate with experience. No benefits.

Qualifications:

​1. A bachelor's degree in English, communications, marketing, or other relevant field; experience may suffice for some requisites. Seeking a professional with a background in non-profits.

2. At least three years of experience in grant writing, fundraising, and/or marketing

3. Excellent grammar, strong written and oral communication skills

4. Must have experience with Word, Excel, Publisher, and social media platforms

5. Knowledge and experience with funder solicitation strategies, proposal writing, direct mail, special events, etc.

6. Knowledge and experience in developing marketing materials

7. A high level of organizational ability, attention to detail, and a positive and outgoing personality.

8. Ability to transport self and access to an automobile

9. Must be able to lift 20 pounds and be on his/her feet at events.

Send Resumes to:

Wynne Schafer

President, Board of Directors

[wschafer1@aol.com](mailto:wschafer1@aol.com)