Job Description

Fellows Tour Program Manager
Greenwich, CT

The Opportunity: Headquartered in Greenwich, Connecticut, in the New York metropolitan area, the Garden Conservancy is a national nonprofit cultural organization dedicated to preserving, sharing, and celebrating America's gardens and diverse gardening traditions. Through its programs and partnerships, the Garden Conservancy advances the appreciation and stewardship of gardens for the education and inspiration of the public. Our offices are easily accessible by public transportation.

Position Summary: The Fellows Tour Program Manager designs, executes, and oversees high-impact stewardship activities for principal donors, major gift contributors, and members of the Society of Fellows. This role is pivotal in strengthening donor relationships, cultivating a culture of gratitude, and driving philanthropic growth. The Manager in consultation with the CEO implements a strategic direction, operational execution, and post-production work associated with all national and international garden-study tours, partnering with external consultants for international programming.

Duties and Responsibilities

Strategic Planning & Executive Collaboration

- **Long-Term Program Strategy:** Formulate and maintain a comprehensive, multi-year timeline of annual national and international garden-study tours and exclusive events, collaborating closely with the President & CEO and the Head of Development.
- **Committee Leadership:** Establish, develop, and guide dedicated garden-study tour committees to align program offerings with organizational objectives.
- **Stewardship Innovation:** Partner with executive leadership, board members, and advancement staff to design and implement innovative engagement strategies that capture the interest of high-capacity donors.

Tour Curation, Oversight, & Execution

- **Program Oversight:** Direct all phases of the annual Society of Fellows garden-study tour program, ensuring the successful execution of the programmatic vision from initial concept through post-tour wrap-up.
- **Operational Delegation:** Oversee the Fellows Tour Program Coordinator in managing day-to-day domestic tour logistics and operations.
- **Consultant Collaboration:** Partner with external consultants to facilitate the planning and logistical execution of international tours.
- **On-Site Leadership:** Lead all national and international tours firsthand, managing high-level guest relations and serving as the primary host and point of contact during tour events.
- **Site Reconnaissance:** Conduct strategic scouting and reconnaissance trips to identify, vet, and secure premier locations for upcoming tours.

- **Relationship Leveraging:** Engage board members, Society of Fellows constituents, and key stakeholders to cultivate high-level connections, securing in-kind hosting for exclusive garden tours, private receptions, and dining experiences.
- **Expert Curation:** Recruit and manage localized expertise—including landscape architects, historians, and horticulturists—to provide curated, insider insights for tour participants.

Marketing, Communications, & Donor Insight

- **Collateral Oversight:** Oversee the development and production of sophisticated tour marketing and collateral materials, including pre-tour promotional communications, comprehensive guidebooks, personalized post-event gratitude letters, and commemorative photo albums.
- **Donor Research & Feedback:** Design, conduct, and analyze strategic surveys of principal and major donors to capture preferences, assess needs, and continuously elevate the quality of tour benefits.
- **Impact Reporting:** Contribute to the creation and production of tailored philanthropic reports, ensuring high-level donors remain well-informed regarding the institutional impact of their generosity.

Financial & Data Management

- **Fiscal Accountability:** Partner with the Head of Development and the Fellows Tours Program Coordinator to build, track, and manage comprehensive expense and revenue budgets, maintaining strict alignment with approved financial parameters.
- **Performance Analytics:** Monitor, analyze, and regularly report on registration metrics and progress toward event revenue benchmarks.
- **Data Integration & Research:** Utilize Salesforce to meticulously track donor correspondence, event registrations, and specific donor interests, generating actionable reports to support fundraising initiatives.
- **Prospect Development:** Conduct rigorous prospect research on potential donors, tour attendees, general members, and Fellows to identify advancement opportunities.
- **Cross-Departmental Synergy:** Collaborate with key internal teams—including Open Days, Public Programs, and Preservation—to leverage the organization's national footprint for exclusive garden-visiting opportunities and to coordinate a unified pipeline for elevating annual fund donors into the Society of Fellows.

Knowledge, Skills, and Abilities

- **Executive Communication:** Exceptional verbal, written, and presentation skills, with the ability to articulate the organization's mission compellingly to high-net-worth individuals, board members, and external partners.
- **Strategic & Creative Thinking:** A forward-thinking, creative problem-solver capable of innovating donor stewardship strategies and designing unique, high-touch event concepts.
- **Advanced Project Management:** Proven ability to manage multiple complex initiatives simultaneously from conception to successful execution while maintaining strict attention to detail.
- **Fiscal & Timeline Discipline:** Demonstrated proficiency in managing rigorous project timelines and developing, tracking, and adhering to strict event and program budgets.

- **Cross-Functional Collaboration:** Strong interpersonal skills to effectively collaborate with executive leadership, manage internal staff (such as the domestic coordinator), and steer external vendors or consultants.

Computer Skills
To perform this job successfully, an individual should have comprehensive knowledge of the Microsoft Office Suite for advanced data tracking and budgeting, along with strong proficiency in navigating database software and contact management systems, specifically Salesforce**,** to effectively track donor touchpoints and profiles.

Education/Experience
Bachelor's degree (B.A./B.S.) from an accredited four-year college or university, combined with a minimum of seven years of progressive experience in nonprofit development, donor relations, or high-end event stewardship. This background must include extensive experience managing high-touch donor cultivation programs, as well as a proven track record of collaborating directly alongside board members and high-level principal donors.

Compensation
The hiring salary for this position is $76,500 - $92,500. The starting salary within this range will be determined based on the successful candidate's depth of experience, leadership background, and specialized qualifications.

This position includes a substantial benefits package:
- Generous Paid Time Off: Balance work and life with approximately 32 combined days of vacation, personal, and sick time annually, plus approximately 14 paid holidays.
- Healthcare Support: We cover 90% of your individual medical policy premium and provide an employer-contributed Flexible Spending Account (FSA) to help manage out-of-pocket costs.
- 403(b) Retirement Plan: Secure your future with up to a 5% company match after one year of employment.
- Income Protection: Stay protected with fully employer-funded group life and disability insurance policies.

The Garden Conservancy is an equal opportunity employer and actively encourages candidates with diverse backgrounds to apply. It does not discriminate against any candidate or employee on the basis of race, national origin, sex, marital status, sexual orientation, age, disability, religion, or veteran status.

TO APPLY
Please send your resume and letter of interest to:
hr@gardenconservancy.org
Mention “Fellows Tour Program Manager” in the subject line.