



Naples Botanical Garden

Position Title: Administrative Assistant

Department: Development

Reports to: Director of Development

Organizational Description

Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and subtropics between the latitudes of 26 degrees north and 26 degrees south, including Brazil, the Caribbean, Southeast Asia, and Florida. The Garden's mission is to connect people and plants through display, education, conservation, and science. The Garden's hands-on interactive Smith Children's Garden, along with 90 acres of beautifully restored native habitats, formal Gardens, walking trails and public programming offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c)3 organization.

Position Summary

This full-time administrative assistant position will support the Director of Development and the Development Department.

Primary Duties and Responsibilities

- Scheduling of meetings, appointments, and other activities
- Handle all administrative details associated with development plan
- Travel arrangements
- Expense reports
- Budget reports
- Works closely with other departments

Additional Responsibilities

- Participate in Garden-wide events, exhibitions and projects as required or needed
- Performs other duties as assigned and required

Key Competencies:

- Excellent verbal and written communication skills; listens and gets clarification; responds well to questions
- Professional personal presentation
- Customer Service – manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments
- Interpersonal - maintains confidentiality; listens to others without interrupting; keeps emotions under control
- Attendance/Punctuality - consistently at work and on time; ensures work responsibilities are covered when absent
- Dependability - follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan
- Organizational and planning skills – uses time wisely
- Initiative, reliability, and ability to handle multiple tasks

Qualifications

- Associates or bachelor's degree
- High level of proficiency in contemporary office software programs including Microsoft Office (Outlook, Word, Excel, PowerPoint); proficiency in the Raiser's Edge database a plus
- Excellent verbal and written communication skills
- Ability to use standard office equipment (copier, scanner, etc.)
- Ability to function effectively as a member of a team as well as work independently to see projects through to completion

A pre-employment background check required.

Naples Botanical Garden is an Equal Opportunity Employer. The Garden has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to age, creed, gender, national origin or ancestry, race, color, religion, veteran status, pregnancy, marital status, HIV status, genetic information, sexual orientation, handicap or mental or physical disability, race, color, religion, sex, sexual orientation, age, national origin or disability.