



# Naples Botanical Garden

**Position Title: Sustaining Leadership Council (SLC) Coordinator**

**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 sub-tropics 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**

The Sustaining Leadership Council (SLC) Coordinator supports the activities of this important group of key donors by providing administrative support and project management for SLC programs and events, as well as proactive, high level customer service to participants who expect luxury market service and experiences. This position works directly and on a daily basis with the SLC Executive Committee, SLC members, and Garden Board of Directors, donors, members, and colleagues and volunteers throughout the organization. This is a member of the Development team and reports to the Director of Development.

## **Primary Duties and Responsibilities**

- Organize formal and informal gatherings to promote fellowship among SLC members.
- Provide personal stewardship to SLC members. Organize gifts and recognition for birthdays, holidays and special occasions.
- Organize the logistics of the SLC's annual trip.
- Coordinate SLC meetings.
- Create annual Directory, calendar, and other helpful materials for SLC members.
- Quickly respond to SLC members' needs for information, tickets, tours, correspondence, packets, reports, etc., working with other staff members as necessary.
- Coordinate correspondence (mailings, e-mails, phone calls, etc.) with SLC members.
- Ensure timely recognition of contributions and special efforts, engaging the President and other senior leadership as appropriate.
- Develop and produce a regular e-newsletter for members of the SLC including Garden event information, fundraising event status updates, and other items.
- Prepare and track SLC member contributions and benefits.
- Create and maintain files and records, both physical and electronic, and ensure completeness and accuracy of member records in Raiser's Edge and Directory.
- Participate as a collaborative member of the Development team, supporting the overall development and external relations strategy of the Garden.
- Assist the Events Manager with SLC fundraising events including *Hats in the Garden* and *April Foolin' in the Garden*.

- Provide staff support for other events and activities as requested

#### **KNOWLEDGE AND SKILLS:**

- Experience in luxury market retail, hospitality or travel preferred; elite customer service training a plus (Ritz-Carlton, etc.)
- Solid interpersonal skills that positively influence interactions with constituents
- Experience with aesthetics and logistics of upscale parties, receptions, dinners, etc.
- Excellent verbal and written communication skills
- Ability to prioritize and efficiently manage multiple tasks while ensuring timely completion of all duties required
- Strong organizational skills and attention to detail
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Publisher) is necessary; previous Raiser's Edge experience is highly desirable
- Strong work ethic and the ability to work independently and as a member of a team
- Flexibility to work occasional overtime and evening events is required. This position requires response to SLC member calls, text messages and emails outside normal business hours.

**A pre-employment background check required.**

**To Apply:** Please provide a cover letter, resume, and contact information for three references by email to [resumes@naplesgarden.org](mailto:resumes@naplesgarden.org). 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 race, color, religion, sex, sexual orientation, age, national origin or disability.