



# Naples Botanical Garden

**Position Title:** Administrative Coordinator to Advancement

**Department:** Advancement

**Reports to:** Director of Development Operations

**Classification:** Full-time/Hourly

## **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:** Reporting to the Director of Development Operations, this full-time position will support the day-to-day administrative activities of the Advancement Department and provide support to the Director of Development Operations. The Administrative Coordinator will assist the Advancement Department by documenting all incoming donations, providing administrative support, and contributing to the overall success of the Department.

## **Primary Duties and Responsibilities**

- Accurately document and scan high volume of incoming daily funds, including memberships, donations, grants, sponsorships, and event registration
- Distribute daily reports of all incoming funds to Finance and Advancement departments
- Provide administrative support to Director of Development Operations
- Answer phones for the Business Office; answer routine and non-routine questions; take messages and/or direct calls accordingly
- Prepare outgoing mail; sort and distribute incoming mail
- Accept and direct deliveries; arrange courier services as needed
- Welcome visitors and guests for business appointments
- Provide exceptional customer service to members and donors through phone, email, written, and face-to-face communication, effectively resolving any issues
- Utilize Raiser's Edge database to enter and access donor information, gift information, and other constituent information
- Assist Advancement team with member and donor stewardship efforts, including some event RSVPs, mailings, and other projects as assigned
- Conduct independent research and assists with special projects
- Compose, type, and edit correspondence, reports, memoranda and other materials
- Assist with scheduling of volunteers for department activities and events
- Establish, develop, maintain and update filing system for Advancement Department

### **Additional Responsibilities**

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

### **Key Competencies:**

- High level of accuracy and attention to detail
- Excellent verbal and written communication skills; listens and gets clarification; responds well to questions
- Excellent customer service skills, including the ability to maintain a high level of confidentiality
- Ability to follow instructions, respond to management direction; take responsibility for own actions; keep commitments; complete tasks on time
- Highly organized with the ability to handle multiple assignments in a fast-paced, collaborative, deadline-driven environment
- Professional personal presentation
- Initiative, reliability, and ability to handle multiple tasks
- Ability to adapt and respond to various situations

### **Qualifications**

- Bachelor's Degree or equivalent work experience
- Two years of administrative experience
- Non-profit experience necessary
- Proficiency in Microsoft Office Suite
- Raiser's Edge experience preferred

### **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 longstanding 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.