



Naples Botanical Garden

Position Title: Development Events Manager

Department: Advancement

Reports to: Director of Development Operations

Status: Full-time

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 non-profit organization.

Position Summary: Reporting to the Director of Development Operations, this full-time position is responsible for the organization and execution of fundraising events, donor stewardship events, and some Member events at Naples Botanical Garden. This position supports the overall success of the Advancement Department in achieving its fundraising goals and may include assistance as needed with other donor events.

Primary Duties and Responsibilities

Fundraising and Development Events

- Serve as the point of contact for select fundraising and donor stewardship events, working closely with other members of the Advancement team
- Implement and provide comprehensive event coordination and execution for assigned development events
- Coordinate the design, production, and mailing of event invitations, in collaboration with the Director of Development Operations and Communications team
- Coordinate other event marketing collateral and manage the proofing process for all event materials
- Work with internal Catering and Operations teams to coordinate event details
- Assist with logistical and vendor details of Hats in the Garden fundraising event
- Oversee and coordinate all details of bi-annual April Foolin' in the Garden Gala
- Work with Communications team to coordinate production of slide presentations and event signage for major fundraising events and additional development events as needed, using Garden templates and adhering to established brand standards



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- Organize and manage production of check-in lists, name tags, and other items needed to run events successfully
- Manage the RSVP process for events as needed
- Work closely with Volunteer Services to recruit and support event volunteers to ensure successful event execution
- Maintain and strengthen vendor relationships
- Create and maintain event budgets, when requested
- Assist with event follow-up and evaluation process

Administrative and Database

- Prepare correspondence materials related to fundraising events
- Provide regular reports and updates to support fundraising event efforts
- Utilize Raiser's Edge database to maintain up to date records for all development events
- Microsoft Office, including adept use of email and the Internet
- Mailing list preparation
- Content coordination for presentations and collateral
- Tracking and reconciling revenue

Qualifications

- Bachelor's Degree or equivalent work experience
- 3 to 5 years of progressively responsible experience in a similar or equivalent situation, preferably at a non-profit
- Donor database (Raiser's Edge) and non-profit experience **strongly preferred**
- Ability and desire to interact with donors, volunteers, and general public in a positive manner
- Ability to follow instructions and work with limited supervision
- Ability to present information concisely and effectively, both verbally and in writing
- Strong organizational and time management skills, as well as the ability to work independently and multi-task
- Must be available to work evenings and weekends
- Background check required

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.