

Naples Botanical GARDEN

Position Description

Position Title: Sustaining Leadership Council Coordinator

Department: Development

Reports to: Director of Donor and Corporate Relations

Organization Description

Naples Botanical Garden is a world-class garden and international leader in plant conservation. It has 170 acres of flora focusing on the tropics and sub-tropics, including Brazil, the Caribbean, Southeast Asia, and Florida. The Garden fulfills its mission to connect people and plants through display, education, and conservation both on our property and beyond. Naples Botanical Garden is a 501(c)3 organization.

Position Summary:

This position is part of our growing Development department and serves as the logistical point of contact for Hats in the Garden, the Sustaining Leadership Council's annual fundraiser, on behalf of the Garden. This position manages the planning of Hats in the Garden and provides all administrative support of the Sustaining Leadership Council, including calendar/meeting management, renewal mailings, and member emails. This position collaborates closely with all departments and reports directly to Director of Donor and Corporate Relations.

Primary Duties and Responsibilities:

- Manages *Hats in the Garden* event from start to finish, including but not limited to:
 - Responsible for proposal of event budget, submitting all invoices in a timely manner, and tracking expenses against budget
 - Negotiates, procures, and executes event contracts (Catering, Tent, A/V, etc.)
 - Finalizes event menu, catering logistics with vendor, and coordinates staff event meals with Garden food and beverage and/or catering vendor
 - Works closely with invitation designer, printer, and manages all aspects of production and mailing
 - Works closely with Marketing/Communications on all aspects of Hats collateral, including website, emails, and social media
 - Manages and oversees vendor setup, closely and clearly communicating with various Garden departments, including Horticulture, Operations, and Development
 - Creates, manages, and directs event flow by executing the event timeline
 - Creates, manages, and directs event and volunteer and staff assignments related to *Hats in the Garden* and its ancillary events
 - Manages *Hats in the Garden* ancillary events as needed (Patron Party, Hats Kickoff, Welcome Back Luncheon, and Thank You Luncheon)
 - Collaborates with Development team to enter and track event details with Raiser's Edge database, assisting to create a smooth process for event ticket and donation acknowledgement as well as event seating assignments

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- Responsible for maintaining Sustaining Leadership Council mailings and activities on annual basis, including but not limited to:
 - SLC Membership Information, Solicitations, and Renewal Materials
 - Coordinates with Development team to track member renewals and prospects
 - Tracks renewals, prospects, member levels, working closely with Development team to ensure up-to-date records in the Raiser's Edge database
 - Maintains SLC Directory and Donor Information (includes recognition preference in printed materials and salutations)
 - Schedules all SLC Member meetings
 - Responsible for SLC Meetings, including catering, agenda, and minutes
 - Assists the Executive Committee with an annual SLC trip, including package pricing, via a travel agent

Job Requirements

- Qualified applicants should have a bachelor's degree or equivalent experience.
- Has 2+ years of experience in non-profit event planning or 4+ years in large-scale event planning.
- Database experience required; Raiser Edge experience preferred.
- Knowledge of Microsoft Office required, including the ability to use mail merge to produce letters, envelopes, and labels.
- Strong communication, organizational, and writing skills.
- Ability to work independently and make decisions appropriate for level of responsibility.
- Connects easily with people and is able to interact and gain the trust and support of others at all levels.
- Works cooperatively as a positive contributor to the team and shows kindness in all workplace interactions.
- Can effectively adapt to change; can shift gears comfortably; is flexible, and embraces change with a "can-do" attitude.

To Apply: Please submit a resume and contact information by email to employment@naplesgarden.org. To find out more about Naples Botanical Garden, please visit our website at www.naplesgarden.org. Naples Botanical Garden is an Equal Opportunity Employer and 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 (ancestry), or disability.