

# Naples Botanical GARDEN

## **Position Description**

Position Title: Communications Project Manager  
Department: Development and Marketing  
Reports to: Director of Communications & Marketing  
Classification: Full Time, Exempt

## **Organizational 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.

## **Overview**

The Communications Project Manager is responsible for overseeing the successful completion of projects related to communications and marketing by Naples Botanical Garden. Key responsibilities include the creation, organization, execution of multiple and varied projects. This includes setting deadlines, communicating with colleagues and vendors about the state of the project, ensuring projects stay on track and on budget, and adjusting if necessary to meet new requirements. Must be organized and have excellent communication skills, both verbal and written.

## **Responsibilities**

- Define and manage the project scope and objectives for multiple outlets and departments.
- Plans and develops objectives, workflows, and deadlines for various project needs.
- With Director of Communications & Marketing create campaign production and publication timelines, followed by after action reports.
- Address and negotiate budget based on scope of work and resource requirements. This includes bid requests.
- Maintains and organizes documentation and records of agreements and collateral.
- Developing and maintaining strong working relationships with external vendors and contractors.
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverable. Coordinate orders, deliveries, and on-site activity.
- Meets regularly with Communications team to discuss the overall operations and the schedule and project status of all projects.
- Conducting in-depth market research as needed.
- Completes other duties as assigned.

**Requirements**

- Bachelor's degree in Business, Management, Marketing, or a related field.
- Three to five years of prior Project Management experience preferred
- Strong background in business, management, budgeting and analysis
- Proficient in Microsoft project based programs
- Excellent communication, organizational, prioritization, and decision-making skills.
- Able to handle multiple projects at one time
- Strong problems solving skills
- Team player

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, sex, age, or disability.