



where plants ● and people ● thrive together™

Position Description

Position Title: Event Coordinator

Department: Development and Marketing

Reports to: Director of Membership and Annual Giving

Organization Description

Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and sub-tropics including Brazil, the Caribbean, Southeast Asia, and Florida. The Garden's mission is to connect people and plants through display, education, conservation, and applied science. The Garden has beautifully restored native habitats, cultivated gardens, walking trails, and public programming that offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c)3 organization.

Position Summary:

This position is an integral part of the organization's fundraising efforts. This is a full-time Coordinator position with responsibility for planning, logistics, and implementation of an annual calendar of 25+ Member and donor events and 100+ individual donor lunches/coffees/tours for the President & CEO and frontline fundraising staff. The Garden hosts a small number of external events for donors and community partners which this position also coordinates. This position is responsible for internal communication and coordination with impacted departments (Development, Café, Operations, Horticulture) and developing strong professional relationships within each department to aide communication and planning of events.

Primary duties and responsibilities:

- Internal communication and coordination with impacted departments (e.g. Development, Café, Operations, etc.) including:
 - Confirm date and space availability for all requested activity and book space internally
 - Use Planning Pod to create event orders, timeline reminders, and other supporting documents
 - Create and disseminate event orders, run of show documents
 - Coordinate with internal and external stakeholders to ensure event objectives are met
 - Create and maintain event orders related to internal and external Garden events
 - Create and maintain Visio mapping documents; provide event set-ups to staff
 - Coordinate invitation creation, proofing, and mailing
 - Coordinate printing of menus and parking and directional signage as needed

- Coordinate donor gifts as needed
- Main point of contact for all Garden-related food and beverage orders (Internal and External)
- Adhere to budgets and timelines
- Participate in weekly operations/café meeting (Event Pack Meeting)
- Update events document folder with related materials (Floor plans, Contracts, Finance invoices, Event orders etc.)
- Coordinate space set up and refreshments for internal and external meetings
- Schedule and lead event walkthroughs with appropriate staff
- Serve as an on-site contact for private events being held at the Garden

Requirements/Qualifications –

- Minimum education of a two- or four-year degree in event/hospitality-related studies, general degree with coursework in event-related field or certification by a related non-profit association.
- Minimum of 2 years event/non-profit experience.
- Good computer skills including MS Office. Visio training and Planning Pod training will be provided.
- Excellent communication skills, both written and oral.
- May stand for long periods of time.
- Walk and inspect property.
- Ability to work evenings and weekends
- Drive vehicle and golf cart.
- Possess and maintain a valid Florida driver's license and have an acceptable driving record.

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.

To Apply: Please submit a cover letter, 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.