

Development Manager of Administration
Desert Botanical Garden

Department: Development
Status: Regular Full Time
Open Date: December 11, 2018

PRIMARY PURPOSE

This new position is designed to coordinate general office management, project work flow and administrative functions for the development and membership office, including production for mailings and events; budget planning, tracking and reporting; human resource functions; supplies, inventory, equipment, and facility work orders; support for gift processing, project files and donor records; scheduling and maintaining notes for internal meetings.

General office management support will be provided to the entire department team, including individual giving, institutional giving, donor events and development operations staff.

Administrative and project support will primarily be coordinated with program managers/coordinators for individual giving, donor events and development operations.

The position will coordinate volunteer support and may supervise one Development Assistant staff position (seasonal and part time) primarily for gift processing, mailing and event support functions. The position will be the department's primary liaison to the Garden's Volunteer

Services team and operational units, including Facilities and Site Operations, and will serve as co-liaison to the Business Office. On occasion, the position will participate in providing direct event support, such as registration.

DUTIES AND RESPONSIBILITIES

Provide daily assistance to the Director of Development and fundraising team. This will include customer service fulfillment for donors; administrative support with correspondence, proposals and mailings; confirming and preparing for donor visits and various Garden team meetings.

Function as the department's office manager by maintaining policies and procedures for donor file retention, filing, storage and security; ordering supplies and equipment; submitting work requests; recruiting and managing office volunteers.

Serve as project manager for the department's annual revenue and expense budget as well as monthly variance reports.

Oversee the payroll process and human resource functions for the department.

Schedule meetings, plan agendas and document meeting notes for full department and fundraising staff meetings.

Coordinate and maintain intranet content for the department.

Track the department's progress in meeting goals outlined in the Garden's five year Strategic Plan and annual Development Plan.

Coordinate production for stewardship mailings, including the annual summary statement of charitable contributions and the Garden's Annual Report publication to donors.

Process monthly credit card reports; establish and maintain tracking system for monthly expense reporting; compile monthly variance summaries for both revenue and expenses.

Maintain inventory records and procedures for department supplies and equipment; manage maintenance functions for the development office.

Place and monitor supply orders and work orders with external and internal resources for supplies, equipment and maintenance.

Serve as project manager for event mailings and registration / nametags, including Patrons Circle events, Garden Fund and other cultivation and fundraising events.

Coordinate and compile development staff edits on print collateral and digital pieces as requested by the Marketing department.

Assist fundraising project managers with donor gifts, including preparation of Contribution Record Forms for Development Operations, posting call reports and supporting gift documentation and preparation of special correspondence as needed.

Provide assistance to the fundraising team, including customer service fulfillment for donors, administrative support in preparing correspondence, confirming and preparing for donor visits and various Garden team meetings.

Other duties and projects as assigned.

EDUCATION AND EXPERIENCE

Minimum 5 years relevant administrative and project/office management work experience.

Attention to detail; commitment to producing high quality, accurate work.

Effective in working well with others; team player.

Excellent organizational skills, resourcefulness and the ability to manage multiple priorities and deadlines.

Superb technical skills with advanced proficiency in Microsoft Word and Excel.

Experience in working with databases, and ability to learn Raisers Edge software, the Garden's donor database, as well as other software applications.

Self-motivated with ability to work in a fast-paced team environment, and with limited supervision.

Pleasant disposition, calm under pressure, professionalism, enthusiasm, and discretion with confidential information.

Availability to work flexible hours, including occasional evening and weekend commitments.

Ability to occasionally lift up to 25 pounds in the course of regular duties.

In addition to the required skills, candidates with the following will have a competitive advantage: budget management expertise; knowledge / experience with Raisers Edge; advanced proficiency with data segmentations and mail merges.

Reasonable accommodation may be made, where necessary, to allow a qualified individual to perform essential job functions.

HOW TO APPLY

Send Cover Letter and Resume by January 10th to hr@dbg.org; fax to: (480) 481-8173; or mail to: Human Resources, Desert Botanical Garden, 1201 N. Galvin Parkway, Phoenix, AZ 85008.

The Desert Botanical Garden is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.

The Garden fosters and supports workplace diversity, equity and inclusion to honor the unique perspectives, experiences and contributions of all, to celebrate successes, and to cultivate individual and institutional excellence.

The benefits of regular employment at the Desert Botanical Garden include a stunning environment, competitive benefits package, complimentary family membership, employee cultural exchange, wellness initiatives and discounts.