

EMPLOYMENT OPPORTUNITIES

1/8/18

Put your passion for the desert to work! To apply for an open position, please forward resume and letter of interest to hr@dbg.org, fax to: 480 481.8173, or mail to:

Human Resources

Desert Botanical Garden
1201 N. Galvin Parkway
Phoenix, AZ 85008

Development Coordinator

Seasonal, Part-Time.

This seasonal and part-time position is designed to provide staff support for essential functions in the development office during the Development Manager's leave. Primary responsibilities are to: maintain donor communications and administration related to *The Saguaro Initiative* stewardship and pledge payments, special restricted gifts, Ambassador Council and Past Presidents Forward; as well as to support the fundraising team with meeting coordination and fundraising events, including Dinner on the Desert and Fund the Farm.

The anticipated time frame is from February 19 – May 25, 2018.

Responsibilities include:

- Prepare contribution record forms and acknowledgement drafts for Development Operations. Enter call reports and other media in donor records.
- Coordinate Conservation Celebration post- event stewardship, Fund the Farm cultivation / stewardship communication and provide support as needed for events, including Dinner on the Desert.
- If scheduled, coordinate gatherings of Ambassador Council and Past Presidents Forward with the Board committee chair for these programs.
- Provide daily assistance to the Director of Development and perform other assigned duties, including finalizing correspondence, confirming donor appointments, etc.

Requirements include:

- College degree and minimum 3 years related work experience, or comparable combination
- Good oral and written communication skills; attention to detail; editing and proofreading skills
- Ability to coordinate meetings and provide event assistance

- Self-motivated with ability to manage multiple priorities and work well in a team environment
 - Proficiency with Microsoft Word, Excel, and Power Point and ability to learn navigation and basic entry in Raisers Edge, the Garden's donor database
 - Pleasant professionalism, polish, enthusiasm, and discretion with confidential information
 - Availability to work flexible hours, including occasional evening and weekend commitments
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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.