

Development Assistant

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

Part-time, Seasonal through Feb. 28, 2018.

This seasonal and part-time position is designed to provide staff support for essential administrative functions in the development office during the peak holiday and shoulder season leading into spring. Primary support will be provided to the Manager and Assistant Manager of Development Operations, Individual Giving Manager, Program Director for Estate & Gift Planning and the Membership Manager.

Responsibilities include:

- Provide customer service and processing of Luminaria tribute bag orders, including preparation of tribute labels on Luminaria bags and placement on Pritzlaff Patio
- Provide customer service and processing of Patrons Circle Luminaria event orders, including party reservations, ticket orders and payments
- Prepare Contribution Record Forms for a variety of gift types, including Annual Appeal contributions, Patrons Circle renewals and new memberships, as well as Dinner on the Desert pledges and payments
- Enter data into the Raiser's Edge database, including RSVPs and attendance records for events and membership data
- Provide general support as needed, including assistance with mailings, correspondence and events

Requirements include:

1. Two years' minimum administrative experience
2. Organized, detail oriented, flexible, resourceful and motivated self-starter
3. Excellent communication skills and willingness to work as part of a team
4. Ability to prioritize tasks, time and manage expectations

5. Proficiency with Microsoft Office software required; experience with Raiser's Edge software and financial transactions provide a competitive advantage

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.