

Institutional Giving 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

Regular, Full-time, Hourly

The Institutional Giving Assistant will provide essential support to the Assistant Director of Development, Institutional Giving. This position will perform complex administrative and clerical tasks pertinent to cultivating, recognizing and stewarding business, foundation and government donors and providing additional support for departmental committees.

Duties and Responsibilities:

- Prepare submissions of proposals and reports by following a multi-step process, recording them in our donor database (Raiser's Edge).
- Prepare paperwork for entering contributions into our database and prepare gift acknowledgments.
- Maintain donor database records, such as updating contact information, posting communications, action steps, media files and contact reports.
- Support department events and meetings.
 - Assist department - led committees by calendaring meetings, preparing materials and distributing meeting notes.
 - Assist with selected events, including sponsor activation by working with vendors, preparing event materials, providing onsite assistance and facilitating pre/post-event communications.
- Assist with donor mailings by developing mailing lists, drafting correspondence, performing mail merges, preparing materials and processing returned paperwork.
- Support donor benefits fulfillment as needed, including responding promptly to donor requests and delivery of materials to Admissions or to donor locations.
- Assist with prospect research, including development of donor profiles.
- Provide additional administrative support as requested, including business correspondence, invoicing, filing, proofreading and other tasks.

JOB REQUIREMENTS:

- Associates degree in a related field and minimum two years related work experience or comparable combination of education and experience.
- Proven administrative skills such as producing business correspondence, preparing meeting notes and documents, calendaring appointments, coordinating data collection for reports and maintaining records and files.
- Proficiency with Microsoft Word, Excel, Power Point, donor or customer-relationship management databases and internet research and with office equipment, such as printers, copiers, scanners and laptop computers.
- Excellent attention to detail, organizational skills and time management skills.
- Self-motivated with proven ability to manage multiple priorities and work in a past-faced team environment; must thrive under tight deadlines and changing priorities.
- High standards and accountability for checking the accuracy and thoroughness of completed tasks; strong editing and proofreading skills.
- Excellent verbal and written communication skills, and comfort with using multiple channels including face-to-face, email and phone.
- Resourceful and proactive in clarifying assignments, initiating tasks and problem solving.
- Must possess ability to work both independently and with others.
- Ability to coordinate and assist with events; schedule flexibility to work occasional evenings and/or weekends.
- Pleasant professionalism, enthusiasm and discretion with confidential information.
- Competitive Advantages: Development experience in a nonprofit environment; knowledge of Raiser's Edge software; experience in taking meeting minutes.

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 Desert Botanical Garden include a stunning environment, competitive benefits package, complimentary family membership, employee cultural exchange, wellness initiatives and discounts.