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Development & Stewardship Asoc

Summary

Title:

Development & Stewardship Asoc

ID:

1135

Department:

Development

Description

Position Title: Development and Stewardship Associate

Job Classification: Full-time, salary – benefits eligible.

About: *Daniel Stowe Botanical Garden inspires a love of nature and its beauty through unforgettable outdoor experiences. The nearly 400 acres of Daniel Stowe Botanical Garden provide visitors with a chance to reconnect with nature in all seasons. Catawba Riverkeeper preserves, protects, and restores the waters of the Catawba-Wateree River Basin for all through education, advocacy, and engagement. Together, these two organizations proudly serve as leaders of the environmental landscape of Gaston County. Working jointly, realizing shared organizational needs, and serving as good stewards of our financial resources will make each entity stronger and more efficient.*

The Development and Stewardship Associate will serve as an integral member of both the Garden and Riverkeeper development teams. This position is primarily responsible for coordinating the processes and administration efforts of development activities and correspondence for the Garden and the Riverkeeper. An ideal candidate will have excellent interpersonal skills, superb attention to detail, outstanding customer service skills, management, and motivational skills and represent both organizations in the highest form.

Responsibilities:

- Understands the importance of each guest and drives excellence, ensuring an optimal experience.
- Provides direct oversight and manages the Garden and the Riverkeeper databases, memberships, and donation processes, ensuring accuracy and current relevant data.
- Generates, reviews, and analyzes monthly and quarterly membership and giving reports; analyzing trends and making recommendations as needed.
- Provides direct oversight of the processing of all online memberships, donations, campaign initiatives, and other contributions in appropriate databases and systems.
- Provides direct oversight of the processing and distribution of membership, in-kind, and donor correspondence, including but not limited to, enrollment materials, physical and / or digital cards, thank you letters, tax receipts, and other renewal materials.
- Assists with the development of marketing materials and other email campaigns targeted for membership renewals and engagement.
- Collaborates with members of the event staff to oversee and plan signature member-related events.
- Collaborates and communicates effectively with the development team to create and maintain donor and membership policies, procedures, and protocols.
- Assists with researching, tracking, monitoring, and analyzing annual and project-specific grants through targeted solicitations.
- Provides direct oversight to approve and distribute Community Donations, tracking and recording donations in a database.
- Supports all Garden & Riverkeeper programs and events.
- Exemplifies the values of the Garden and Riverkeeper by supporting staff, departments, and leadership in pursuing and achieving goals.
- Performs any other duties needed to help drive vision, fulfill missions, and abide by our values.

Requirements:

- Exhibits a passion for the mission of Daniel Stowe Botanical Garden.
- Successfully pass a standard background review.
- Able to work nights, weekends, and some holidays.
- Must possess a valid driver's license.
- Ability to work evenings and weekends on occasion.
- Must be willing to serve all guests equally regardless of their race, color, religion, national origin, age, gender, marital status, disability, veteran status, genetic information, gender identity and/or sexual orientation.

Experience & Education:

- A minimum of a high school diploma or equivalent is required.
- Work experience in non-profit management or equivalent is required.
- Excellent customer service and telephone skills
- Excellent verbal and written communication skills
- Computer skills including Microsoft Outlook, Word, Excel, and PowerPoint; database management experience preferred.

Daniel Stowe Botanical Garden Core Values:

We are an organization of integrity.

We are a balanced & inclusive team.

We will foster each other's growth & well-being.

We will use imagination to fuel innovation.

We will act with intention & initiative.

Daniel Stowe Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type.

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