Development Coordinator

Tower Hill Botanic Garden, PO Box 598, Boylston MA  01505  508-869-6111

<table>
<thead>
<tr>
<th>Direct Manager:</th>
<th>Theresa Lee, Manager of Philanthropic Engagement</th>
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<tbody>
<tr>
<td>Department/Group:</td>
<td>Development Office</td>
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<tr>
<td>Job Category:</td>
<td>Non-Exempt Full-time, 40 hours/wk</td>
</tr>
<tr>
<td>Location:</td>
<td>Boylston, MA</td>
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<tr>
<td>Travel Required:</td>
<td>Yes, local</td>
</tr>
<tr>
<td>Salary or Rate Range:</td>
<td>$19 an hour</td>
</tr>
<tr>
<td>Contact:</td>
<td><a href="https://towerhillbg.isolvedhire.com/jobs/">https://towerhillbg.isolvedhire.com/jobs/</a></td>
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<tr>
<td>Date posted:</td>
<td>October 18, 2021</td>
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<tr>
<td>Posting Expires:</td>
<td>Until filled</td>
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Tower Hill Botanic Garden believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. Tower Hill is an equal opportunity employer.

**Position Overview**

The Development Coordinator undertakes a variety of day-to-day office and clerical tasks. This position is an integral part in ensuring that Development Department is organized and efficient in working with over 9,000 membership households, donors, corporate partners, and foundations. The Development Assistant works closely with the Manager of Philanthropic Engagement to implement departmental fundraising plans. An excellent Development Coordinator is, above all, an organized, competent professional, who is comfortable communicating with a diverse group of donors, members, visitors, and co-workers. The goal is to ensure that office operations are efficient and able to carry out administrative duties with accuracy and speed. This position accrues mandated sick time at the rate of 1 hour to every 30 hours worked. No other benefits apply.

**Primary Responsibilities**

- With the functional guidance of the Manager of Philanthropic Engagement, implement the development event calendar, including, but not limited to, coordinating catering and rentals with the Private Events Department, working with the printer, tracking RSVPs, and managing registration during events.
- Manages Tower Hill’s pass/membership donation program, including reviewing requests, communicating with organizations, and preparing donation packages for mailing.
- Coordinates donation acknowledgement letters for all individual donors.
- Under the supervision of the Membership Coordinator, supports data integrity projects connected to recent database conversion, including reconciliation of historic giving.
- Participates in Development projects, such as Annual Appeal; encouraged to propose improvements and innovations.

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Development Coordinator

- Maintain accurate donor records in the Versai database, Development Office files, and Development Office Teams folders, including the input of Correspondence emails and scanning CEO correspondence for database records.
- Collaborates with other staff, as appropriate, on development and membership activities undertaken within the Development Department.

Schedule

The Development Coordinator’s position is hourly and can qualify for overtime. The standard work schedule for this position is Monday-Friday between 9 am to 5 pm, for 40 hours per week. The needs of the organization and department may at times involve weekend or evening hours. While the work is generally performed inside, the Development Coordinator may be asked to assist with event management in outdoor roles.

Qualifications

- 1-3 years of administrative support experience; nonprofit or fundraising office experience a plus
- Proficiency in Microsoft Office, including Teams, Word, Excel, PowerPoint, Outlook
- Database experience highly desirable
- Comfort communicating with donors, vendors, and co-workers verbally and in writing
- All Tower Hill employees are required to be fully vaccinated and verified, or be approved to not be vaccinated for medical or religious reasons and be tested weekly.

Physical Demands / Working Conditions

- Must be able to operate computer and other office communications equipment, including computers, printers, telephones and radios.
- Must be able to work productively at a desk in a seated position.
- Must be able to periodically position oneself to maintain departmental storage and files, including low drawers and low ceilings.
- Infrequent event management may require exposure to outdoors and moving over uneven ground.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

In addition to being an Equal Opportunity Employer, Tower Hill Botanic Garden fosters an inclusive workplace that values each member of our team. We aspire to reflect and serve our visitors as well as the communities of Worcester County, Massachusetts, and New England.

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