



Development Administrative Manager

Reports To: Director of Development

Status: Full Time

Classification: Exempt

Salary Range: \$50,000-\$55,000 annually

About Us

Waterfront Botanical Gardens (WBG) is a vibrant and inclusive nonprofit organization devoted to connecting individuals with the splendor of the botanical world. Located in Louisville, Kentucky, WBG opened in 2019 and has developed approximately five of 23 total acres, which showcase a diverse array of plant collections and offer a peaceful urban oasis for visitors. At WBG, we are dedicated to providing exceptional educational experiences, fostering a deeper appreciation and understanding of plants, and contributing to a greener, more sustainable future for our community.

VISION -To be a world-class botanical garden that enhances quality of life by exemplifying the beauty of nature and welcoming all to find inspiration and connection with the natural world.

MISSION -To develop an urban botanical garden by transforming a landfill and creating a place where nature prospers, and people thrive through education, entertainment, community, and tourism.

Position Summary

The Development Administrative Manager provides support to the Director of Development, President & CEO and to the Board of Directors. This position oversees development, and administrative function and activities of the office. This role will assist in supporting the Database Manager of the Altru database. This role acts as a central point of communication for the front office, development, donors, and the Board of Directors.

Development Duties and Responsibilities (30%)

- Assists the Director of Development with donor communications including phone calls, emails scheduling meetings, letters, and other responsibilities as needed.
- Provides donor support to the development team, including data entry, donor tax letters, membership acknowledgements, phone calls, scheduling, flowers, gifts, invitations, RSVPs, etc.
- Schedules and communicates Board, and committee meetings to Board members. Prepares and distributes materials for Board meetings. Assists in the filing of Board of Director and Board committee documents, reports, and minutes.
- Maintains Board contact information and serves as primary contact for general Board communication.
- Works with the Board Secretary to prepare materials for monthly Board meetings. Communicates with committee chairs to ensure support as needed.
- Schedules staff lunches and special events, including ordering food.
- Plans in-house or off-site activities, like parties, celebrations, and conferences.
- Other duties as assigned.

Administrative Duties and Responsibilities (70%)

- Provides administrative support for the Development team in terms of individual corporate and donor research to include wealth screening, past donations and contact information to help the development team prepare for donor meetings.
- Receives packages and ensures pickup/delivery with other staff members.
- Handles general staff communications for special events or notifications.
- Maintains the office condition.
- Orders office supplies as needed – printer and office supplies for general office and individuals.
- Assists the accounting team in processing bank deposits.
- Assisting, and providing support to the Database Manager for the Altru database.
- Other duties as assigned.

Organizational Duties and Responsibilities

- Commitment to WBG's mission and its core values.
- Supports and facilitates positive interaction with others by exhibiting: Individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Exhibits effective writing, organizational, time management, and interpersonal, written, and oral communication skills.
- Effectively prioritizes and coordinates job tasks for maximum productivity.
- Participates in appropriate professional development programs and training to attain and maintain competency.
- Effectively manages the operations of the office, providing support to the Director of Development, and the President & CEO.

Specific Skills

- Experience as an Office Manager, Front Office Manager or Executive Assistant preferred.
- Proficiency with PowerPoint, Word and Excel, and Canva
- Familiarity with email scheduling tools
- Excellent time management skills
- Ability to multi-task and prioritize work
- High Attention to detail
- Problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- Google Suite experience required
- Blackbaud product experience or related CRM experience

Supervisory Responsibilities:

No supervisory responsibilities.

Qualifications:

To perform this job successfully, this individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Examples of previous presentations may be requested during the interview process.

Education and/or Experience:

Bachelor's degree preferred or equivalent direct related experience required.

Candidates must be self-motivated and detail oriented. Requires experience working in an office setting and as part of a team. Must have excellent computer skills, and the willingness to learn more. Must have both the ability to complete projects on his/her own, as well as the interpersonal skills required to be an effective member of a team. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, board, committee members, vendors, and volunteers and always maintain a customer service attitude.

Excellent experience in the following is required:

- Experience as an Office Manager, Front Office Manager or Executive Assistant preferred.
- PowerPoint, Word and Excel, and Canva.
- Familiarity with email scheduling tools. Google suite, and Google calendar.
- Excellent time management skills
- Ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- Blackbaud product experience or related CRM experience

Language Skills:

Ability to read, write, and converse in English. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Mathematical Skills:

Basic quantitative/mathematical ability (addition, subtraction, multiplication, division.)

Certificates, Licenses, Registrations:

Current driver's license and insurable driving record required. Must have a current notary license for the state of Kentucky or obtain license within six months.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. Over the course of an 8-hour day, the employee may be required to perform manual labor. Ability to stand, walk, sit, use hands to finger, pull, handle, or feel, reach with hands and arms, climb ladders, kneel. The employee must be able to lift to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be physically able to operate power equipment.

Work Environment:

Must be able to work a typical 40 - hour work week. Must be able to work the required hours to accomplish tasks and meet deadlines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Job may require work after hours or weekends periodically.

The job description outlined above provides a general overview of the role's nature and level of work. It is not intended to encompass every responsibility, duty, or required skill associated with the position. This job description does not create a contractual agreement and does not modify the at-will employment relationship between the employee and the employer. The organization reserves the right to revise, modify, or amend any aspect of this job description as necessary and at its discretion.