



JOB ANNOUNCEMENT
Assistant, Development Services

South Coast Botanic Garden’s mission is to connect ALL to the wonders of nature and create experiences that inspire stewardship and sustainability. The 87-acre destination is an oasis of formal gardens and natural walking trails founded atop the most unlikely of beginnings – a sanitary landfill. Today, the South Coast Botanic Garden stands as a testament to the regenerative power of nature and the possibilities for land reclamation. The stunning Dorothy and John Bohannon Rose Garden is a signature experience, along with the show-stopping Living Wall, a long-term exhibit of eight remarkable largescale works of fine art sculpture, and seasonal butterfly pavilion. Programs invite guests to interact with nature through music, craft, science and wellness activities. There is even more excitement to come, with the creation of a 3.5-acre Marilyn and John Long Children and Family Garden scheduled for completion in the coming year. There has never been a better time to join this dynamic team!

POSITION TITLE:

Assistant, Development Services

REPORTING RELATIONSHIP:

Director, Membership and Development Services

JOB SUMMARY:

The Assistant position is responsible for supporting development services projects. The position includes entering data with accuracy and supporting database and reporting projects.

RESPONSIBILITIES:

- Maintain a well-rounded understanding of South Coast Botanic Garden’s mission and apply this knowledge when interfacing with employees, donors and visitors
- Provide support for the Foundation gift acknowledgement program by entering data to track gifts given to the Foundation
- Maintain the integrity and quality of South Coast Botanic Garden donor database
- Enter membership sales and donations data into Altru as assigned by the Director
- Under the guidance of the Director, complete projects for institutional reporting and database support in Altru
- Assist the Director with the data entry of daily reports on attendance and membership sales, program dashboards, weekly gift reports and monthly attendance reports
- As a representative of the Foundation, treat all SCBG employees and visitors with a high level of courtesy, professionalism and respect and contribute towards maintaining a positive work environment
- Be a positive advocate when interfacing with others, for the SCBG’s community and employee culture
- Provide support with wayfinding and/or check-in at member events
- Other duties as assigned

REQUIREMENTS:

- Detail oriented and extremely well organized
- Excellent verbal, written and interpersonal communications skills
- A high degree of professionalism when interacting with others and ability to maintain confidentiality
- Excellent time management skills and an ability to work in a deadline-driven environment
- Proficient in Microsoft Office Suite, Google Suite, phone, calculator, copier and printer
- Become proficient in Blackbaud Altru with a positive can-do approach to problem-solving
- Present as approachable, positive, friendly and enthusiastic when interacting with employees and visitors
- Reliable attendance
- Work well as a team player who is service-oriented, with strong attention to detail and exceptional interpersonal skills
- Must be self-motivated and have focus and a strong work ethic
- Must be able to perform basic math calculations (addition, subtraction, multiplication and division)
- Ability to work inside an office environment
- This position occasionally requires lifting of up to 15 pounds

QUALIFICATIONS:

- Associate degree or combination of education and relevant work experience
- Data entry experience
- Experience in the use of general office equipment
- Experience with Google Suite, Microsoft Word and Excel

Position is full-time, non-exempt, working in-office Monday through Friday. Must be available some weekday evenings, some holidays and some weekends for event support. The pay rate starts at \$20 per hour. Please submit your cover letter and resume to michellep@southcoastbotanicgarden.org to apply.

The Foundation is dedicated to a practice of diversity, inclusion, access and equity for all employees and visitors.