



**Job Title:** Development & Admin Coordinator  
**Reports To:** Executive Director

**Prepared Date:** January 2018

**Mission:** The Sawtooth Botanical Garden is a community resource showcasing native and cultivated plants that flourish at high altitude. The Garden connects people to the region's unique beauty and fosters environmental stewardship through education, events, displays and plant collections.

**Qualifications:**

To perform this job successfully, an 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.

**Essential Job Duties:**

- Ensure the vision and mission is carried out for all aspects of the organization
- Responsible for assisting the Executive Director with effective fundraising for the Garden.
- Develop materials to promote the mission, programs, educational aspects and events of the Garden
- Plan, organize and run annual membership drive
- Research, identify and write grants to support mission, site and program needs
- Maintain donor database. Ensure all information is entered correctly, consistently and in a timely fashion.
- Coordinate outreach efforts to annual business partners, sponsors, advertisers, etc.
- Serve as a spokesperson for the garden, maintaining good working relationships with necessary agencies and vendors.
- Manage ordering, inventory, and tracking sales for gift shop.
- Prepare the monthly e-newsletter and any special editions throughout the year.
- Prepare development related mailings with the Exec. Dir. throughout the year (acknowledgment letters, year-end appeal, annual report, etc.)
- Promote a positive staff culture with a systems view and a team-player approach.
- Perform essential administrative duties – timesheet entry, payroll, deposits, run reports, etc.
- Assist with maintenance and updating of website and Square online store.
- Track various data to include: visitor attendance, volunteer hours, Gala and Garden Tour volunteer information, etc.
- Assist with special events and other areas as needed.

**Education/Experience:**

- Bachelor's Degree, or equivalent experience preferred
- Previous experience working in a non-profit setting preferred
- Must have excellent customer service skills, attention to detail, and a friendly get-it-done attitude.

**Language Ability:**

- Excellent verbal and written English communication skills
- Ability to respond to common inquiries or complaints from internal and external customers, or members of the business community.

**Computer Skills:**

- Microsoft Office Suite including Word, Excel, Outlook, Publisher
- Google Mail, Calendar and Drive
- Database software (GiftWorks preferred), including donor/volunteer management software
- QuickBooks – non-profit edition

**Physical Abilities:**

- Has the ability to push, pull and/or lift 50 pounds during working hours.
- Must be able to stand, bend, kneel, twist, squat

**Duties/Responsibilities:** Other duties as assigned.