



BELLEVUE BOTANICAL
GARDEN
SOCIETY

JOB ANNOUNCEMENT

JOB TITLE: OFFICE ADMINISTRATION/MEMBERSHIP & DONOR ASSOCIATE

JOB TYPE

Part Time

SALARY

PT hourly \$18 - \$21 per hour, DOE

About the Job

This position is responsible for overseeing the membership/donor database, providing general administrative support for the organization, and assisting with fund development including sponsorship & membership. The person in this position reports directly to the BBGS Operations Manager.

Specific Responsibilities Include:

Administration

- 1) Provide excellent customer service and act as ambassador for BBGS to visitors, patrons, Board, staff, volunteers, and partners.
- 2) Provide administrative support to the Operations Manager and perform administrative duties that include mail pick up and distribution, bank deposits, membership and donation data entry.
- 3) Follow procedures for receiving and recording revenue. Deposit cash and checks from all sources (excluding Gift Shop). Follow system/procedure for opening, endorsement, data entry, categorization and filing of monies and documentation (copies) of income. Notify stakeholders as necessary of incoming gifts/grants, etc.
- 4) Enter and maintain constituent information in database for all receipt items.
- 5) Enter physical revenue receipts into constituent database.
- 6) Prepare physical deposits with reconciled database back up.
- 7) Edit and proofread Membership and Fund Development e-blasts and newsletter as needed.
- 8) Coordinate sponsor recognition with Communications Manager, responsible for fulfillment of sponsor benefits and follow-up.

Membership

- 9) Support Membership Committee. Develop and maintain membership protocols, and fulfillment of new, renewal, rejoin, and lifetime memberships. Oversee the creation of new membership cards and forms and membership marketing items as needed.
- 10) Conduct weekly database queries, data pulls and merges to continually update membership numbers and mailings.
- 11) Send membership renewals, new memberships, and comp (donation based) memberships with appropriate donation acknowledgements and gifts (postcards, postcard book).
- 12) Provide content for newsletter promoting membership.

Fund Development

- 13) Prepare annual and specific appeals and mailings.
- 14) Maintain and monitor web donations, employee giving and employer matching, and other fund development tools; acknowledge immediately.
- 15) Record all physically received donations into the database, collecting all donor information and processing monies for depositing.
- 16) Acknowledge all donations (including online) received on behalf of BBGS.
- 17) Provide donor recognition listings for publication in the newsletter and on website.
- 18) Maintain Circles of Giving and other donor recognition programs.
- 19) Approve matching funds and donor advised donations from foundations. Maintain connection with granting companies administering funds. Maintain accounts with foundations and acknowledge their gifts.
- 20) Track and acknowledge donation pledges.
- 21) Work with Operations Manager to determine segments of donor base and prepare donor analytics as needed.

Database Administration

- 22) Maintain Altru (Blackbaud) constituent database. Ensure system has integrity, accuracy and can efficiently produce needed information.
- 23) Provide accurate information from database to accountant.
- 24) Record constituent interactions as needed.

Garden d'Lights

- 25) Coordinate and share with Operations Manager and Seasonal Garden d'Lights Coordinator the following tasks:
 - a) Help with staffing and monitoring, phones, email, ticket booth, and walk-ins.
 - b) Assist in handling cash and deposits, posting to database.
 - c) After hours event support as needed. Other tasks or duties as assigned

Qualifications

- Passion for the mission.
- Proficient in Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- experience with maintaining CRM membership and donor databases; Blackbaud and/or Altru preferred.
- Previous work experience in a nonprofit preferred.
- Understanding of and experience with fundraising and membership best practices.
- Ability to set priorities and manage multiple short and long-term projects simultaneously.
- Attention to detail, ability to multi-task, strong organizational skills.
- Ability to work independently and as a team member.
- Excellent oral and written communication skills.
- Ability to represent the Society to Membership and the Public.
- Strong customer service skills.
- Availability to work on some evenings, weekends.

All employees at Bellevue Botanical Garden Society are employees at will. The job description outlined above is not intended to represent an absolute or final list of all elements, activities or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position.

Candidates selected for this position must pass a criminal history background and credit background check prior to employment with Bellevue Botanical Garden Society. We are an Equal Opportunity Employer.

BENEFITS

Employee Health Insurance, PTO, Retirement Plan.

TO APPLY:

Email a resume and cover letter, clearly stating how you meet or exceed qualifications, to: application@bellevuebotanical.org.

APPLICATION DEADLINE: 07/01/2018