Development Assistant Position Description

Title: Development Assistant
Department: Development
Reports to: Director of Development
Status: Non-exempt
Hours: 40 hours per week
Date: August 2021

Position Summary
The Development Assistant serves as administrator of the Altru database with the primary responsibility of maintaining database integrity and up-to-date accuracy of constituent contact information, donations, gift history, solicitations, multiple mailing appeals, memberships and any other relevant information. Provides administrative support to Development Team.

Core Competencies & Essential Functions

Altru Donor Database
- Serve as lead Altru data base administrator
- Maintain integrity of Altru donor data and constituent records
- Knowledgeable on developing queries and statistical reports requested by departments
- Maintain Altru active users and permissions
- Attend ongoing Altru training

Development
Enter and craft donor acknowledgements, personalizing letters to build and improve upon donor relationships. Develop and provide queries and statistical reports as requested. Participate and provide input on strategic planning initiatives for the department.

- Sponsorships
  - Enter donations and pledges according to sponsored event
  - Track pledges due and prepare invoices/letters
  - Prepare sponsor acknowledgements, including corporate membership packet when applicable
  - Assist with Pre-Event Sponsor Benefit mailings and Post-Event Sponsorship Acknowledgements and event recap

- Fall and Spring Annual Appeal
  - Develop queries (Lybunt, Sybunt, etc.)
  - Prepare essential correspondence, solicitation letters and materials
  - Monitor inventory of Annual Appeal solicitation materials
  - Track Board solicitors and provide ongoing reports to Director of Development
  - Enter gifts; prepare acknowledgements (48 hour turnaround)
• Track if donor provides more than one gift and personalize letter accordingly
• Provide monthly giving report to Director of Development
• Monthly Giving - Set-up, acknowledge and monitor monthly giving contributions

• Capital Campaigns
  o Develop queries and reports
  o Enter gifts; prepare acknowledgements

• Year-End Giving Statements
  o Coordinate year-end giving statements for donors of $250 and above
  o For these donors, include tax deductible information for Garden Angel and above memberships

Membership

• Enter memberships into Altru daily
  o Memberships purchased on line, received by US mail, sold by Guest Services
  o Validate all membership forms for accuracy and make corrections in Altru as needed
  o If donation received with membership, make appropriate entries into Altru; craft acknowledgement letter and send with membership card
  o With Development & Membership Coordinator, provide ongoing training to Guest Services staff

• Prepare renewal letters
  o Prepare renewal notices
  o Work with Volunteer Coordinator for bulk mailings
  o On a monthly basis, send Corporate Membership renewal list to Director of Development to review and process accordingly
  o On an annual basis, working with Development & Membership Coordinator on sending of Garden Club and Preferred Professional renewal notices

• Mail membership cards
  o Mail membership cards with a goal of sending every week to 10 days
  o Include appropriate enclosures according to membership level
  o Mail cards to members who request new cards

• Membership promotions
  o Track membership promotions and provide weekly updates to Development team
  o When mailing membership cards, ensure that those who qualify for promotions receive promotional item

• Reports
  o Prepare data for Monthly Membership Dashboard Report

• Assist with special mailings to members

Events

• Develop queries of constituents to be invited to events
• Enter donations and craft thank you letters to donors
• Work WPS Garden of Lights (GOL) event and adjust regular work hours in lieu of WPS GOL hours worked

Other Duties

• Prepare Development & Membership deposits
• Assist Finance Manager with validation of donations
• Other duties as assigned by Supervisor
Qualifications, Skills & Physical Requirements
• Associate; or Bachelor’s degree desirable
• Experience working within a non-profit environment is a plus
• Data entry and Donor Data Base Management, knowledge of ALTRU database or similar systems such as Raiser’s Edge a plus
• Strong interpersonal, written and verbal communications skills
• Proficiency in Microsoft Office and other data base programs
• Demonstrated attention to detail and accuracy
• Outstanding organizational and prioritizing skills; with ability to complete tasks in a timely manner
• Dependable, reliable and team player
• Flexible work schedule as some Events coverage on evenings and weekends is required

Standard Benefits
Employees at Green Bay Botanical Garden have access to a competitive benefits package:
• Health insurance coverage (30-40 hours/week)
• Life insurance (full-time and part-time; N/A for seasonal or contracted employees)
• Retirement Plan/401(K) (available to enroll after six months or 1,000 hours)

Standard Work Perks
Employees at Green Bay Botanical Garden can enjoy the following perks:
• Free daily admission to the Garden and for up to four guests per visit
• Free passes to ticketed events
• Discounts on ticketed events
• 15% discount at the WPS Trellis Gift Shop
• 50% off room rentals for a private event

Apply
Email cover letter and resume to info@gbbg.org by Monday, September 13, 2021.

Equal Opportunity Employer
Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

Our Mission
Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.