



## **Job Opening Development Associate**

The Friends of Birmingham Botanical Gardens, the nonprofit, mission-driven membership organization that seeks to protect, nurture, and share the wonders of Birmingham Botanical Gardens, seeks a dynamic **Development Associate** to join our dedicated, energetic team. The position will support the organization's annual fundraising and community engagement objectives with a primary focus on planning and coordinating fundraising and donor cultivation activities. The Development Associate will report to the Director of Development and will work closely with the Executive Director, as well as other key staff, board members, committee chairs and volunteers. Applicants interested in full-time employment will be considered.

### **Responsibilities:**

- Produce first-class events and donor cultivation programs including Spring and Fall Plant Sales and Antiques at the Gardens
- Create and maintain annual special events calendar for the Friends
- Maintain cordial, professional, and service-oriented relations with volunteers, donors, vendors, Friends staff and the City of Birmingham Park & Recreation staff
- Coordinate all logistical aspects of fundraising special events and donor cultivation activities: book event venues, guide volunteers, schedule meeting, coordinate logistics from beginning to end, secure vendors, submit invoices, create and monitor event budgets, manage vendor invoicing, contracts and relationships
- Work closely with Development team members and volunteer leadership to assemble content and materials for multichannel event promotions
- Partner with the Communications and Marketing team on planning, production, and review of materials and promotions to ensure accuracy and brand consistency
- Research and collaborate with Director of Development to launch new events and recognition programs to engage and cultivate new and existing donors
- Create, maintain and track tickets, sales and event registrations in ALTRU
- Generate updates and activity reports as needed for program management, committee, departmental and board meetings
- Partner with Volunteer Coordinator to identify and manage volunteer needs
- Research, propose and follow best-practice policies to support fundraising activities
- Provide additional support to include maintaining accurate donor records, inventory of materials and supplies, producing correspondence, and managing volunteer projects
- Primary liaison to the Friends Junior Board – organize meeting agendas and schedules, volunteer opportunities, primary contact for the signature events (Rose

in the Roses, Flicks Among the Flowers and Wreath making) sponsorships and Junior Board roster and recruitment

**Qualifications:**

- Excellent written and verbal communication skills
- Exceptional organizational skills and attention to detail
- Ability to work independently, set priorities, manage concurrent projects and meet deadlines
- Strong customer service focus
- Demonstrated collaborative team player and ability to rally the team to produce exceptional events
- Strong working knowledge of PC applications such as Word, Excel, and Google Docs
- Familiarity with ALTRU/Blackbaud database management or similar programs
- Ability to excel in a fast-paced and physically demanding environment
- Enthusiasm for the Friends' mission and readiness to assist beyond this job description
- Preference will be given to candidates with two or more years of related fundraising and/or event planning experience in a comparable setting

Some evening and weekend work, depending on operational needs, and work in inclement weather is required. Occasional travel may be required.

**About Birmingham Botanical Gardens**

A facility of the Birmingham Park and Recreation Board, Birmingham Botanical Gardens is the result of a public/private partnership between the City of Birmingham and the nonprofit Friends of Birmingham Botanical Gardens. The Gardens encompasses 67 acres featuring two dozen garden spaces that reflect the region's rich and varied terrain and showcase the many plants that thrive in Southern gardens.

**About the Friends of Birmingham Botanical Gardens**

A mission-driven membership organization, the nonprofit Friends of Birmingham Botanical Gardens seeks to protect, nurture, and share the wonders of Birmingham Botanical Gardens. We are dedicated to serving the Gardens; serving the community; serving our visitors; and inspiring a passion for plants, gardens, and the environment.

For more information, visit [bbgardens.org](http://bbgardens.org)

**To Apply:**

Please submit letter of interest, resume, and three references **in one pdf** to [careers@bbgardens.org](mailto:careers@bbgardens.org)

Position will be open until filled.

Thank you for your interest!

*Posted on 2/26/24*