



## **DEVELOPMENT AND CAMPAIGN COORDINATOR**

Full Time

Starting Pay: \$19 - \$22/ hour DOE, plus benefits

### **JOB DESCRIPTION**

Are you looking to be part of a dynamic team, while working in a beautiful setting? Ganna Walska Lotusland is a non-profit botanical garden in Montecito, California, and renowned as a top garden of the world.

About the position:

This position is part of the Development Team and plays an integral role in executing strategies to drive increased contributions and donor growth and retention, analyze the results of those initiatives and support the organization's revenue goals. Candidates must possess strong analytical skills, experience managing data, attention to detail, and a desire to provide excellent donor relations and customer service. The Development and Campaign Coordinator is an essential member of the Development team supporting the Garden's fundraising and donor cultivation programs.

Job functions and responsibilities:

1. Administrative Support
  - Attends department and Committee meetings. Take and disseminate notes at committee meetings including campaign, Board development and Lotusland Celebrates Gala.
  - Maintains professional and warm relations with donors, volunteers, and board members.
  - Supports special projects and performs other position-related duties as assigned
  - Print and mail weekly gift acknowledgement letters.
  - Assists with solicitation mailings by coordinating with Board for signatures and overseeing mailing process.
  - Creates and maintains donor prospect packets.
  - Assists with corporate sponsorships by maintaining donor lists and corporate benefits systems
  - Provides support for donor cultivation events including managing invitation lists, assisting with check-in and registration, arranging food and beverage, coordinating logistics.
  - Assumes other clerical assignments as assigned.
  
2. Serve as a Board Liaison
  - Responsible for coordinating all organizational activities that relate to Lotusland Trust Board of Directors. The Board Liaison will also serve as the main point of contact for the organization's Executive Director and coordinate meetings, events or special projects at the

direction of the Executive Director. Prepares communications to Board as directed by the Executive Director

- Maintain professional behavior and respect confidential information
- Greets appointments and prepare Executive Director's office for meetings as needed
- Assist in scheduling appointments and meetings, and make preparations for meetings (including announcements, reminder calls, emails, calendar notices, coordinating schedules, etc.) and logistics (including scheduling Zoom meetings and distributing invitations). When meetings can be held in person once again, logistics also include room reservations, refreshments, parking arrangements, etc.

### 3. Campaign Support

- Prepares correspondence and make follow-up phone calls.
- Supports cultivation events, such as receptions, tours, lectures, and demonstrations, either virtual events or in-person, when it is safe to do so.
- Manages files and prepare documents for meetings, including updating, coordinating and refreshing.
- Manages donors and volunteers, gifts to the campaign and other pertinent information.
- Manages a monthly campaign update and assorted communications, as needed.
- Maintain campaign files, reports and other information in current and accurate condition.

## REQUIREMENTS

### Qualifications:

- Aptitude with Microsoft Office Suite
- Aptitude with Salesforce or other CRM systems
- Ability to learn and use file sharing systems such as Google Docs and OneDrive
- Possess strong interpersonal and writing skills
- Be committed to Lotusland's mission and programs

### Essential Requirements (Knowledge, Skills, and Abilities):

- Minimum of three years of administrative experience, preferably in the non-profit industry.
- A strong working knowledge with Microsoft Office applications, including Outlook, Word, and Excel.
- Experience with database software, especially fundraising databases. Proficiency with Donor Perfect is desired. Experience managing a database is ideal.
- Proficiency with social media and e-mail marketing. Experience with Constant Contact is desired.
- Superior organization skills and attention to detail. Ability to multi-task with concurrent projects.
- Able to communicate clearly and effectively both verbally and in writing in highly nuanced situations.
- Able to communicate clearly in the English language by phone and two-way radio.
- Exhibits excellent interpersonal skills and the ability to interact in a cooperative manner with member, staff, volunteers, and the general public.
- Must have a valid driver's license and reliable transportation as Lotusland is not accessible by public transportation. Occasional driving of an electric cart inside the Lotusland property is required.

### Education:

- Bachelor's degree, Associates degree or equivalent experience.

### To Apply

Please send a resume with a cover letter and three references by email to [jgrisham@lotusland.org](mailto:jgrisham@lotusland.org)