



DEVELOPMENT & EVENT MANAGER

Position Type: Full time, Hourly \$28-30/hr.

Benefits: 403b with 3% match (after one year), PTO and Paid Holidays

Reports to: Executive Director

Supervises: Guest Services & Office Manager, Marketing Coordinator

Alaska Botanical Garden provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

OVERVIEW

As a member of the leadership team, the Development & Event Manager works closely with the Guest Services & Office Manager, and the Marketing & Design Coordinator to accomplish daily tasks and plan for public and private events. The seasonal nature of Garden activities results in a fluid workflow between these positions with the Development & Event Manager communicating priorities from the leadership team.

DONOR & MEMBERSHIP DEVELOPMENT (45%)

- Works with ED to establish priorities, plans, and procedures for increasing donations and memberships
- Responsible for membership program and database
- Coordinate and implement annual business and corporate donations, grants, and sponsorship appeals
- Responsible for donor recordkeeping, stewardship, and related systems/database
- Serve as “Member in Charge” of gaming activities; coordinate raffles in compliance with State gaming regulations; ensure proper raffle recordkeeping
- Assist with generating and promoting annual membership appeals; donor and membership drives, the Pick.Click.Give. campaign, Donor Wall activities, and monthly membership renewal mailings
- Responsible for fielding, processing, and tracking external donation requests

OFFICE & GUEST SERVICES OPERATIONS (10%)

- Collaborates with staff regarding coverage for guest services, events, and rentals
- Assists Guest Services & Office Manager regarding hiring and supervision of all seasonal guest services staff

FUNDRAISING EVENTS AND PRIVATE RENTALS (45%)

- Leads planning efforts for special events including logistical support before, during, and after events

- Acts as the point person for facility rentals. Works with staff as needed to support facility rentals
- Manages all permitting aspects of special events including insurance, the Anchorage Police Department and Alcohol Control Board. Oversees TAP servers for events
- Provides required follow-up for events including completed deposit records, financial summaries, participant survey results, and recommendations for future improvements

QUALIFICATIONS

- Required:
 - High School Diploma with 3 years of relevant experience; or BS/BA in a related discipline with 1 year of relevant experience
 - Computer competency; MS Office Suite, database experience
 - Customer service experience
- Strongly Preferred:
 - Demonstrated nonprofit experience

WORKING CONDITIONS

- Up to 10% remote work option
- Shared office/workspace
- Evening/weekend work as needed in support of workshops and special events
- Interacts with staff as part of a team with an open-minded, consensus approach to problem-solving
- Supports Guest Services as backup to admissions and fills admissions shifts as needed

To Apply, email a cover letter and resume in PDF format to garden@alaskabg.org

Subject *Development & Event Manager*