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Title

Impact Giving Coordinator

Reports to

Development Director

Status

Full-Time, Non-Exempt
Remote flexibility

Salary

\$18-25/hour

The Impact Giving Coordinator is responsible for building revenue and supporting programming for the Idaho Botanical Garden through appeal writing, grant writing/management, copywriting, and database administration. This position works with the Development Team to strategize and implement member and donor acquisition and retention projects, corporate and foundation granting, and any related additional projects that support the growth of the Garden.

Responsibilities

Responsible for supporting the planning, administration and implementation of the Gardens long-term development plan, including individual, corporate, and foundation giving to programs, projects and our annual fund

Writing and managing direct mail campaigns including member/donor mailings, acknowledgements, renewal reminders, member acquisitions, and annual fund appeals

Collaborate with Marketing Team on member, donor, and public messaging and copywriting

Leads and coordinates writing grants for projects, programs, and general operating support organization-wide including researching opportunities for funding and tracking

Support processing donations and information in Altru by Blackbaud database, pull database reports, and create constituent analytics

Work closely with fundraising budgets, monitoring revenue and expenses

Professionally manage confidential information

Other duties as assigned

Skills, Specifications, & Experience

Familiarity and comfort with fundraising practices

Experience in fundraising/donor relationship management database software preferred (i.e. Altru by Blackbaud, Blackbaud programs)

Ability to project and manage a financial budget

Excellent writing and editing skills

Strong organizational, administrative, and problem-solving skills

Ability to work independently, demonstrate initiative, and to complete and report on assignments

Ability to work under pressure, set priorities and meet deadlines

Proficiency in computer and research skills, including MS Office Suite

Excellent interpersonal skills, ability to work with a variety of people and represent IBG in a positive and professional manner to all staff, visitors, donors, and the community

Able to work as part of a close-knit team

Requirements

Minimum of 3 years of professional writing experience

Nonprofit experience preferred

To Apply

Please submit resume, cover letter, and a writing example for review to

hire@idahobotanicalgarden.org