JOB POSTING

The National Tropical Botanical Garden is seeking an experienced and motivated individual to join our team as a full-time Development Assistant at our Headquarters in Kalaheo.

This position is responsible for the majority of the clerical and administrative support for the Development Department and assists with data management and donor/member management needs.

Must have of 2 years administrative coordination experience and strong organizational and communication (written, oral and computer) skills. Requires the ability to work cooperatively in a team and interact with donors, public and staff in a manner that inspires confidence in the department and the organization and the ability to work in a fast-paced environment as well as flexibility with simultaneous, multiple project assignments. College graduate with experience in non-profit fundraising, communications, or NTBG preferred.

The position requires high level proficiency with Microsoft Word, Excel and Outlook or similar email program. Experience with Raiser’s Edge, Fare Harbor, and Mailchimp a plus.

Closing Date: Open until filled

Submit Cover Letter and Resume to:
Email: hr@ntbg.org or Fax: (808) 332-9765
Postal Mail/In Person:
Human Resources - Headquarters
National Tropical Botanical Garden
3530 Papalina Road
Kalāheo, HI 96741

An Equal Opportunity Employer/Pre-Employment Drug Screening Required

January 14, 2020