

National Tropical Botanical Garden Donor Relations Coordinator
Kalaheo, Kaua'i

JOB POSTING

The National Tropical Botanical Garden is seeking candidates for the position of Full Time Donor Relations Coordinator based in Kalaheo, Kauai, HI.

This position facilitates day-to-day operations for NTBG's membership and individual giving programs. Reporting to the Director of Philanthropy, this role combines administrative precision with friendly, high-touch interaction to drive supporter engagement and retention. By ensuring the effective delivery of benefits, recognition, and impact reporting, the Coordinator helps move supporters toward deeper philanthropic investment.

Essential Duties and Responsibilities

- Fundraising & Campaigns
- Stewardship & Communications
- Pipeline Stewardship & Development
- Data Management & Administration

Qualifications

Education and/or Experience

- Minimum of three years of experience in administrative support, sales, or customer-facing roles.
- Bachelor's degree and experience in non-profit fundraising, membership, or programs preferred.

Core Competencies

- Advanced written and oral skills with the ability to engage a diverse range of stakeholders, including donors, executives, volunteers, and the public.
- Proven ability to thrive in a fast-paced environment, managing multiple simultaneous projects with flexibility.
- A collaborative team player capable of interacting with the public in a manner that builds organizational trust and confidence.
- Ability to apply logical thinking to solve complex intellectual and practical problems.

Computer Skills

The position requires high level proficiency with Microsoft Word, Excel and Outlook or similar email program. Prior experience in a database as well as knowledge of CRM database required. Experience with Raiser's Edge, Fare Harbor, and Mailchimp a plus.

Language Skills

The position requires excellent written and oral communication skills and computer literacy.

Must have a valid Driver's license and the ability to travel occasionally.

Schedule: Monday-Friday Days with some exceptions

Pay Range: \$24.00-\$25.00/ hr. DOE

Additional information available on our website: ntbg.org

An Equal Opportunity Employer

The mission of the National Tropical Botanical Garden is to enrich life by perpetuating tropical plants, ecosystems, and cultural heritage.

Deadline to apply for this position: open until filled
Please submit résumé and cover letter to: careers@ntbg.org

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