

**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](http://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](mailto:careers@ntbg.org)

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