Tower Hill Botanic Garden believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. Tower Hill is an equal opportunity employer.

Job Description

- Responsible for the clerical tasks associated with processing new Tower Hill memberships and renewals
- Assist with department fundraising and cultivation events
- Assist with the preparation of proposals to corporations and foundations, including gathering information needed for submission. Maintain master prospect lists for corporate and foundation grants.
- Responsible for storing data, correspondence and other files (electronic and physical) according to organizational standards
- Schedule meetings and assist with preparation
- Assist with sharing information between the Advancement office, the CEO and the CFOO
- Other duties as assigned

Work Environment

The Advancement staff works in shared space in an accessible building at Tower Hill.

Schedule

This is a 20-hour-per week position, generally worked on weekdays. However, there may be occasional evening and weekend hours needed. Candidates requiring a flexible weekday schedule are encouraged to apply.

Qualifications

- Proficiency with the Microsoft Office Suite, especially Outlook, Word and Excel
- Experience with a donor database (Raisers Edge, preferred)
- Demonstrated experience handling repetitive assignments that involve processing data
- Ability to provide administrative and customer service assistance at public fundraising events
Physical Demands / Working Conditions:

- Must be able to work outdoors if required for events
- Must be able to work with appropriate computer and communications equipment.

*Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.*

Benefits

- Paid sick time
- Tower Hill membership
- Free admission to certain other museums and cultural organizations in Massachusetts