



## Position Description

Position Title: Philanthropy and Administrative Associate  
Reports to: Philanthropy Manager  
Type of Employment: Full-Time  
Status: Hourly (Non-exempt, eligible for overtime)  
Salary: \$22-\$24 DOE

### About Tohono Chul Park

Tohono Chul is a 49-acre public garden in Tucson, Arizona whose mission is to enrich people's lives by connecting them with the wonders of nature, art, and culture in the Sonoran Desert region and to inspire wise stewardship of the natural world. Founded in 1985, Tohono Chul has been a celebrated destination for locals to global visitors and deemed "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine.

### Mission

The mission of Tohono Chul Park is to enrich people's lives by connecting them with the wonders of nature, art and culture in the Sonoran Desert region and inspiring wise stewardship of the natural world.

### Values

- Love of the Sonoran Desert region: its natural history and its cultural heritage.
- Love of Tohono Chul and respect for what the Park means to visitors, supporters, and staff.
- Responsible use of all-natural, human, fiscal, and temporal resources.
- Respect for all people, their beliefs, and cultures.
- Excellence and integrity in all undertakings of the park.
- Dedication to lifelong learning, with a special focus on living in harmony with the Sonoran Desert and the respectful interactions of people with their environment.
- Accessibility and outreach to the community in experiencing the resources of Tohono Chul.

### Position Summary

Tohono Chul seeks an organized and team-oriented Philanthropy and Administrative Associate who will thrive in a fast-paced environment and who is well-suited to working collaboratively with a small staff. The Philanthropy Administrative Associate is responsible for all administrative aspects of philanthropy and the office day to day. This position will also provide support to our board, as well as acting as the liaison to our vendors. The position reports to the Philanthropy Manager and is a member of the Strategic Growth team. Requires some work on weekends, evenings, and holidays.

### Essential Duties and Responsibilities

#### Philanthropy

- Process all gifts and prepare acknowledgment letters and other correspondence
- Maintain donor files in Raiser's Edge
- Continually update and correct database records

- Assist staff with note entry/moves management in the donor database
- Coordinate production and mailing of all appeal letters
- Assist in maintaining relationships with donors by sending programmatic updates and special events greetings (holiday cards; donor anniversary cards; birthday cards; etc.)
- Assist with planning, executing, and evaluating donor stewardship and fundraising events and touches
- Process and prepare donations to other non-profit organizations

### **Administrative**

- Process incoming daily mail as part of a two-person team
- Manage office supplies and office equipment
- Setup and preparation for meetings and other gatherings including ordering food and arranging meeting space
- Provide Board support including communications with Board members, meeting management, and tracking of Board related documents and projects
- Assist with the management of organizational documents and policies
- Perform other duties and communications as necessary
- Ability to work occasional weekends, evenings, nights, and holidays
- Other duties as assigned

### **Qualifications**

#### **Required:**

- High School diploma or GED
- Minimum of 2 years' experience in an administrative position
- Excellent communication and people management skills
- Strong project management skills in sequencing, timing of tasks, etc
- Excellent organizational and time management skills
- Ability to multitask and prioritize.
- The chosen candidate must be innovative, nimble and creative
- Self-starter with strong problem-solving skills
- Ability to take direction from multiple managers
- Ability to manage up, down and around
- Proficiency in Microsoft Suite of products (Word, Excel, etc.).
- Ability to learn systems and programs efficiently and with minimal instruction

#### **Preferred:**

- Experience working with Raiser's Edge
- Nonprofit administration experience
- Experience working with volunteers
- Knowledge of the art, natural and cultural history of the Sonoran Desert region

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. While performing the duties of this job, the employee is regularly required to walk; stand; and talk and hear. The employee may have to lift and or move up to 10 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually low.

### **To Apply**

Submit a resume, a letter of interest, and 3 references to [humanresources@tohonochul.org](mailto:humanresources@tohonochul.org). Tohono Chul strongly encourages people of color, LGBTQ individuals, people with disabilities, and members of under-represented communities to apply. Applications will be considered until the position is filled.