



Position Description

Title: Volunteer and Development Coordinator
Reports to: Development and Corporate Engagement Manager
Status: Full-time, Non-Exempt
Hours: 35 hours per week

Position Summary

Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden. The Volunteer and Development Coordinator is an integral part of the Garden's team and is responsible for the coordination and oversight of all aspects of the Garden's volunteer program, in addition provide Development support to the Memorial/Tribute Fundraising Program. This dynamic position requires strong organizational and communication skills, the ability to multi-task, meet deadlines, and utilize creativity, strategy, leadership, and teamwork to manage and grow the Garden's Volunteer Program and support the Memorial/Tribute area. This position promotes and enhances the Garden's existing strong volunteer program by the ability to research, develop, and apply strategies to actively recruit, retain, and recognize volunteers for all Garden events and programming needs. Building and promoting positive and lasting relationships with volunteers is a critical component of the position with a key focus on volunteer retention and recognition. This position will collaborate with the Director of Development to execute the Memorial/Tribute Fundraising Program.

Core Competencies & Essential Functions

1. Passion and commitment to Green Bay Botanical Gardens, mission, vision and values.
2. Recruit and retain volunteers through outreach to and engagement with current Corporate Partners, Garden members, local companies, and groups, i.e., NWTC, garden clubs and other non-profits. Timely response to all volunteer program inquiries with appropriate follow-up.
3. Manage and maintain VolunteerHub, the Garden's volunteer management system used for online applications, listing open opportunities, volunteer sign-up/check-in and reporting. Monitor incoming volunteer applications, screen and perform basic background checks and interview individuals as appropriate.
4. Maintain integration accuracy of VolunteerHub data to Altru database. Manually post non-integrated hours as needed.
5. Plan and implement various forms of volunteer recognition and volunteer events, including annual Fall Volunteer Appreciation Event, Spring Season Kick-off. Manage the Volunteer Recognition Program, providing annual benefits as appropriate and directing the nominations for and presentation of all annual awards.
6. As an affiliate partner of the Volunteer Center of Brown County, maintain the Garden's

Get Connected site on the Center's platform, utilize their recruitment channels and participate in collaborative events. Engage in other local and national network and training opportunities through Bay Area Managers of Volunteer Services, Wisconsin Volunteer Coordinators Association, American Public Gardens Association and various organizational webinars.

7. Provide Marketing and Communications with all written content related to volunteer recognition and opportunities for newsletters, e-News and social media.
8. Present volunteer program overviews to the Board as requested.
9. Develop and maintain Volunteer budget.
10. Oversee at the direction of the Director of Development, memorials and tributes, which includes entering gifts in Altru, preparing acknowledgment letters, placing orders for Memorials, installation, and notification of Memorials and Tributes, and entering into GIS or tracking on spreadsheets. Meet or communicate with families during times of grief to ensure compassionate and professional support throughout the memorial process. Work with President & CEO and Director of Development as needed on larger projects. Plan and assist with the execution of dedications. Research new opportunities for giving. Report for Tribute Trellis monthly.
11. Commitment to participating in the Garden's largest annual fundraising event, WPS Garden of Lights, by fulfilling the required number of evening and weekend shifts.

Other Duties

1. Prepare daily financial deposits
2. Take deposits to the bank 2-3 times per week
3. Call in and pick up Garden change orders from bank
4. Perform other duties as assigned by Supervisor

Qualifications, Skills, & Physical Requirements

1. Bachelor's or Associate degree preferred with two to three years management experience, prior Volunteer Management experience a plus or equivalent combination of education and experience.
2. Must be able to work in a fast-paced environment with ability to multi-task, be project focused and meet project deadlines.
3. Excellent written and verbal communications skills with a sincere desire to serve the public
4. Superior interpersonal and relationship building skills.
5. Demonstrated ability to work collaboratively across departments.
6. Highly proficient in Microsoft Office, Teams and/or other databased programs; VolunteerHub knowledge a plus.
7. Demonstrated ability to monitor and track expenditures against a budget.
8. Must be flexible in working hours and environment, as some events are held outdoors, and evening and weekends are required on occasion.
9. While the position is generally a desk job, there are occasions when standing for up to 4 hours is necessary, and some lifting and hauling of materials up to 20 pounds is required.
10. Experience working within a non-profit environment and/or using community resources is a plus.
11. Dependable, reliable, and a team player.

Standard Work Perks

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Annual Family Level Garden Membership
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event

Apply

[Complete the Employment Application](#) on our website. Submit your cover letter and resume by Monday, January 20, 2025

Equal Opportunity Employer

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

Our Mission

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.