



Vancouver
Botanical
Gardens
Association

Job Posting: Philanthropy Assistant

The **Vancouver Botanical Gardens Association (VBGA)** and Vancouver Board of Parks and Recreation (Park Board) are joint operating partners of **VanDusen Botanical Garden and Bloedel Conservatory**. VBGA is a charitable organization that offers membership, education, volunteer, and fundraising programs to support the Gardens, and fulfills our mission to inspire generations to conserve, protect, and enhance the natural world.

Position overview:

Reporting to the **Senior Philanthropy Officer**, the Philanthropy Assistant plays a crucial role in the administration of the VBGA's **fundraising activities, events, and donor relations**, as well as providing support for **organization-wide activities**. The Philanthropy Assistant combines a high level of organization and accuracy when working with administrative tasks, with exceptional people skills when working with donors, volunteers, and members.

Responsibilities:

- Maintain the donor database, including entering donations, issuing charitable tax receipts, and recording donor interactions in a timely and accurate manner. Utilize database queries and Excel to provide data-driven insights and reports to the Development team.
- Deliver exceptional customer service to donors, volunteers, and members. This includes communications via email, mail, phone, and in-person meetings.
- Assist in the planning, preparation, set-up, and take-down of events, both for the Philanthropy Team and across the organization, as needed.
- Working with the Accounting Department, coordinate purchases with third party vendors and ensure funds are designated in accordance with donor's wishes.
- Manage the overall administration of the department and provide administrative support to other departments as needed, including support for organization-wide processes such as onboarding procedures and maintaining the organization chart.

Qualifications and experience:

- A passion for preserving biodiversity, environmental education, botany, biology, or gardens.
- 2 years experience in a related field, preferably a non-profit organization in a fundraising, marketing, or events role.
- Strong knowledge of Microsoft Office products (Excel, Word, Teams, Outlook) and CRM database software.
- Experience working in an office environment, both independently and as part of a team.
- Strong organizational skills and excellent attention to detail.
- Adaptability and ability to problem solve independently.
- Exemplary communication skills in English, both verbal and written.
- A clear and recent Criminal Records Check (or willingness to obtain prior to start date).

Salary: \$35,280 per-year, part-time

(Full time equivalent \$50,400)

Availability:

Part-time, 3.5 days per week with some flexibility in days worked, Monday - Friday. Occasional evenings for event support required. This is a front-line role with the opportunity for occasional remote work.

We offer paid vacation, a benefits package, professional development opportunities, a flexible work environment, and the ability to work within VanDusen Botanical Garden.

How to apply:

To apply, submit your resume and cover letter by March 4th to: **Milo Dron, Senior Philanthropy Officer:**
mdron@vandusen.org

The VBGA is committed to employment equity and diversity and encourages applications from all qualified candidates, including people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; and people with disabilities.

The Vancouver Botanical Gardens Association (VBGA) acknowledges that VanDusen Botanical Garden and Bloedel Conservatory are located on the unceded Ancestral shared lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tseil-Waututh) Nations. We are honoured to be on the lands where these Nations have lived since time immemorial, and where they continue to maintain stewardship and live in balance with nature. Our work of promoting environmental sustainability and stewardship would not be possible without Indigenous perspectives and knowledge.