



Wing Haven Development & Office Associate

Full Time - Reports to Development Director
8:30am - 5:00pm Monday - Friday On site
Occasional after hours and weekends

About Wing Haven

Wing Haven is dedicated to cultivating sanctuary in nature, environmental stewardship and the legacy of Southern horticulture. We have three public gardens on nearly four acres in Charlotte, North Carolina. Together these three properties—Wing Haven Garden & Bird Sanctuary, SEED Wildlife & Children's Garden and the Elizabeth Lawrence House & Garden—welcome visitors of all ages to discover and learn, as we seek to inspire a passion for the natural world. Wing Haven is a 501(c)(3) non-profit organization.

Position Overview

The Development & Office Associate handles a variety of administrative and support tasks for the organization.

Requirements

- Proven success in office administration or excitement for learning
- Proficiency with office applications (Microsoft Word, Excel, and Google Suite) and aptitude for learning new software and systems
- Experience with a donor database such as DonorPerfect (preferred) or willingness to learn
- Excellent written and verbal communications skills
- Strong time management and multitasking abilities
- Team oriented with strong attention to detail
- Must be able to serve all guests equally regardless of their age, disability, national origin, religious belief, veteran status, race/color, genetic information, marital status, gender identity and/or sexual orientation

Primary Responsibilities

Development:

- Support Executive Director and Development Director with membership and fundraising to include: data entry, data management and reports; donations and payment processing; prepare renewal letters and acknowledgements, create and process member specific mailings, emails and prepare donor specific reports.
- Support for the annual fundraiser, three seasonal events and three donor events: help with invitation lists and mailing, manage RSVPs and registrations, and provide support during events as needed.

Office:

- Act as an ambassador for Wing Haven: field general calls and inquiries, greet and interact with visitors, volunteers and board members.
- Maintain an inventory of office supplies. Troubleshoot issues with computers, phones, security system, other office equipment as requested by Operations Manager.
- Manage the Google Drive calendar for all of the activities/fundraisers/meetings/rentals on properties at Wing Haven. Ensure staff is aware of events and programs scheduled in facilities well in advance.
- Fulfill online orders (book sales, education registrations, etc).

Rentals:

- Schedule and manage on-site event and photography rentals.
- Oversee after-hours hosts.
- Manage required insurance for vendors
- Handle rental contractual agreements and payments.

Wing Haven is committed to creating an inclusive, diverse, equitable and accessible culture where the contributions of all community members are valued, respected and appreciated. We invite and welcome people of all abilities, backgrounds, races, religions, cultures, ages, genders and sexual identities. Just as a garden requires ongoing cultivation and tending, Wing Haven pledges to continually reflect on and adapt IDEA (Inclusion, Diversity, Equity & Accessibility) principles.

Benefits include paid holidays, personal time off, medical insurance and retirement plan.

Candidates must be authorized to work in the United States with legal documentation requirements. Wing Haven is a drug and tobacco free workplace.

To apply, send resume and cover letter to:

Wing Haven
260 Ridgewood Avenue
Charlotte, NC 28209

Or email admin@winghavengardens.org

No phone calls

Application Deadline February 1, 2024

www.winghavengardens.org