



## Wing Haven

### Development and Office Associate

Full Time - Reports to Operations Manager  
8:30am - 5:00pm Monday - Friday  
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 are 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 and Office Associate handles a variety of administrative and support tasks for the organization.

#### **Requirements**

- Must have 3 years administrative experience
- Proficient in Microsoft Office Word, Excel and Google - preferred
- Interested in learning or experience with data entry, data management, and reporting with donor software
- Excellent written and verbal communications skills
- Ability to manage multiple tasks on a daily basis
- Team oriented
- Attention to detail

#### **Primary Responsibilities**

- Support Executive Director and Development Director with membership and donations to include: data entry, process donations and payments, prepare renewal letters and acknowledgements, process member specific mailings and prepare donor reports.

- Duties to include: maintain an inventory of office supplies, maintain supply/vendor list, handle any necessary repairs to equipment. 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.
- Manage event and photography rentals, group tour booking.
- Maintain registration records for all meetings, rentals, admissions, special events, training, programs and tours. Manage member event RSVPs.
- Attend Wing Haven hosted events as needed. May require some evenings and weekends.
- Ambassador for Wing Haven: field general calls and inquiries, greet and interact with visitors, volunteers and board members.
- 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.
- Must have a valid NC driver's license and good driving record.
- Must be authorized to work in the United States with legal documentation requirements.

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.  
*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](mailto:admin@winghavengardens.org)  
*No phone calls*  
 Application Deadline July 22, 2022

[www.winghavengardens.org](http://www.winghavengardens.org)