

# TOWER HILL

BOTANIC GARDEN

## EXECUTIVE AND ADVANCEMENT ASSISTANT

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Tower Hill Botanic Garden's mission is to inspire the use and appreciation of horticulture to improve lives, enrich communities and strengthen commitment to the natural world. Our core values are Learning, Stewardship, Sustainability, Inclusivity, Joy and Excellence. Our vision is to build on Tower Hill Botanic Garden's unique vantage point atop Tower Hill in Central New England. We will grow our gardens and programs to connect with new audiences and deepen our relationship with those who know us. Our gardens will become a must-see destination drawing visitors from near and far. We will strive to become a collection of people and plants that can make a difference beyond our boundaries. We will work with others to develop and disseminate plant-based solutions to societal issues. Finally, we will lead some of those efforts to build a better world with plants and people.

### POSITION OVERVIEW:

The Executive and Advancement Assistant reports to the CEO and works individually and as a team member to facilitate the administrative functions and effectiveness of the Executive and Advancement Offices. Specific responsibilities include maintaining the CEO's calendar, coordinating communications, planning and executing business meetings, and providing support to the CEO and Advancement Team.

The Executive and Advancement Assistant is also responsible for scheduling Board of Trustee meetings, assisting in agenda writing for Board and Committee meetings, preparing materials for Board meetings, ensuring that meeting minutes are received and that meeting follow-up is scheduled. The Executive and Advancement Assistant must anticipate the needs of a busy office, interface with Board, donors, staff and a diverse constituency, maintain confidentiality and set priorities in accordance with the CEO's strategic agenda.

### RESPONSIBILITIES:

#### Executive Support

- Maximize the effectiveness of the CEO's Office in meeting annual goals by maintaining the calendar; proof, disseminate and monitor written correspondence as needed; review mail; manage office budget; answer phones and other administrative duties as needed.
- Manage the schedule and ensure agendas and minutes of management meetings.
- Support technology set-up for meetings and CEO's office.
- Serve on cross-functional teams and committees as needed.
- Assist with events and meetings as needed.
- Greet and assist visitors.

#### Institutional Advancement Support

- Support donor relations including cultivation, solicitation, stewardship activities and donor acknowledgements.
- Input and management of Advancement database.
- Assist with donor/prospect research and occasional data analysis in support of Institutional Advancement.
- Support donor development outreach by the CEO and Director of Institutional Advancement, including scheduling visits or supporting presentation and proposal development.

### **Governance Support**

- Support the Board of Trustees and attend Committee meetings as needed; schedule the annual calendar; compile and disseminate agendas and minutes; and support the CEO to accomplish follow-up with Trustees and Board Committees.
- Maintain Board relationships and respond to requests for information.
- Support the Governance Committee including preparing for Trustee orientation, maintaining Trustee recruitment database and calendar as well as bios, terms and qualifications of the Trustees.
- Prepare for the Annual Meeting.
- Must be willing to work additional hours when needed and accommodate a flexible schedule.
- The ability to connect to the THBG remote network server and interact from home is required.
- All other duties as assigned.

### **SCHEDULE**

The Assistant's position is salaried and exempt from overtime. The standard work schedule for this position is Monday-Friday. However, the schedule may be flexible to suit the needs of the organization and may at times involve weekend or evening hours. While the work is generally performed inside, the Assistant may be asked to assist with event management in outdoor roles.

### **QUALIFICATIONS**

- Associates Degree required and Bachelors Degree preferred.
- 3-5 years of administrative support experience; Development experience highly desirable.
- Ability to work in a fast-paced environment on multiple projects under pressure, including the flexibility to adapt to changing priorities. Sense of humor preferred.
- Basic knowledge of database operations and comfort with donor interaction.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Experience with Raiser's Edge database preferred.
- Excellent written and verbal communications skills.
- Excellent organizational skills: detail-oriented and ability to follow through.
- Interest in Tower Hill's mission.

### **SUMMARY STATEMENT**

The ideal candidate is:

- A proactive problem solver.
- Highly professional, discreet, and of good judgment.
- A skilled communicator, able to read nuanced situations and manage relationships.
- Self-motivated and able to work without close supervision.
- Able to prioritize multiple tasks and establish and meet deadlines.
- Continually builds technical and professional knowledge associated with job objectives.

In addition to being an Equal Opportunity Employer, Tower Hill Botanic Garden aims to create an inclusive workplace that values each member of our team. We aspire to reflect and serve our visitors as well as the communities of Worcester County, Massachusetts and New England.