

Yew Dell Botanical Gardens  
Job Description

**Position Title:** Donor Stewardship Coordinator

**Reports to:** Director of Philanthropy & External Relations

**Classification:** Full Time, Exempt

**Date:** January 2026

**Position Summary:** Under the direction of the Director of Philanthropy and External Relations, the Donor Stewardship Coordinator plays a central role in supporting Yew Dell Botanical Gardens' fundraising and stewardship efforts. This position is responsible for managing the donor and member database; supporting donor cultivation, acknowledgment, and retention efforts; and ensuring accurate tracking and reporting of contributions in coordination with the finance department. The coordinator also supports donor research and aids with grant tracking and reporting, while offering administrative and logistical support to the Director of Philanthropy and External Relations.

**Responsibilities:**

- Maintain accurate, up-to-date donor, member, and constituent records within the fundraising database
- Process and record gifts, pledges, memberships, and tribute gifts in a timely manner
- Generate donor reports and mailing lists to support fundraising, stewardship, and planning
- Reconcile with finance to ensure accuracy and intent of gift
- Ensure data integrity, confidentiality, and adherence to best practices
- Prepare and manage donor and member acknowledgments, renewals, and stewardship communications
- Support donor cultivation activities through personalized communication and follow-up
- Serve as a point of contact for donor and member inquiries, providing exceptional customer service
- Assist with donor recognition initiatives and stewardship events
- Conduct prospect research to identify and track current and potential donors
- Maintain donor research profiles and support management efforts
- Assist the Director with donor tracking, relationship history, and engagement strategies
- Assist with researching grant opportunities aligned with Yew Dell's mission
- Track grant deadlines, submissions, and reporting requirements
- Maintain organized grant records and documentation
- Provide administrative and logistical support to the Director of Philanthropy and External Relations
- Assist with scheduling, correspondence, and preparation of development materials
- Support fundraising events and donor activities as needed
- Other duties as assigned.

**Qualifications/Requirements:**

- Associate's degree or equivalent work experience with a minimum of three (3) years of experience in donor relations, development operations, or fundraising support
- Strong experience using fundraising or donor database systems
- Demonstrated ability to manage confidential information with accuracy and discretion
- Excellent interpersonal, written, and verbal communication skills
- Highly organized, detail-oriented, and capable of managing multiple priorities
- Excellent computer skills including Microsoft office and database software.
- Ability to work collaboratively with staff and interact positively with donors, members, and visitors
- Commitment to advancing the mission of Yew Dell Botanical Gardens
- Willingness to work occasional evenings and weekends for Yew Dell events

To apply send your resume to:  
Yew Dell Botanical Gardens  
6220 Old LaGrange Road  
Crestwood, KY 40014  
Or email to:  
[jobs@yewdellgardens.org](mailto:jobs@yewdellgardens.org)



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