



# THE WILDLIFE CENTER OF VIRGINIA

P.O. BOX 1557 • WAYNESBORO, VIRGINIA 22980 • 540-942-WILD • FAX 540-943-WILD

## Development Associate November 2021

### General Description

The Wildlife Center of Virginia, a non-profit wildlife hospital, is hiring a full-time Development Associate to be part of the Center's fundraising/donor communication team. The Development Associate will communicate with donors, process contributions, and manage specific donor programs. Occasional weekend work [for special events] required.

### Duties and Responsibilities

The Development Associate has a wide range of responsibilities, including but not limited to:

- Processing mailed donations
- Generating and printing acknowledgements for donations
- Lead responsibility for the Center's *Caring for Critters* [education-animal sponsorship] program, including fulfilling sponsorship orders, maintain sponsorship records and materials
- Fulfilling merchandise orders
- Managing the Center's merchandise inventory [t-shirts, books, tote bags, etc.]
- Working with Center staff on publication of the Annual Report, *Caring for Critters* brochure, and other materials
- Corresponding with donors, answering their questions, and conveying information about the Wildlife Center and our donor programs
- Printing, organizing, and assembling materials for in-house mailings; coordinating with a mail house on mailing details
- Assist in the design and order of mailing materials
- Managing the *Sustaining Donor* program
- Managing reservations for open houses and other special events
- Assisting other staff members with Center special events, including lead responsibility for items in the Center's online auction
- Representing the Center in public settings
- Other duties/responsibilities as required

### Qualifications

- Commitment to wildlife, conservation, and the environment
- Strong communication and inter-personal skills required
- Strong computer proficiency required
- Customer service, fundraising, communication experience preferred

- Undergraduate degree preferred
- Must be up-to-date on COVID vaccinations
- Must have a valid driver's license

### **Benefits**

The Wildlife Center of Virginia offers:

- Health insurance
- Paid sick leave and vacation time
- Pension plan to qualifying employees

### **Materials**

Interested applicants should send their résumé, cover letter, and salary expectations to Randy Huwa at [rhuwa@wildlifecenter.org](mailto:rhuwa@wildlifecenter.org) or mail to:

Wildlife Center of Virginia  
c/o Randy Huwa  
P.O. Box 1557  
Waynesboro, VA 22980

**No phone calls please.** Center phone lines are best kept open for wildlife emergencies.

Questions may be emailed to [rhuwa@wildlifecenter.org](mailto:rhuwa@wildlifecenter.org).