



Job Posting: Development Director March 2023

General Description

The Development Director has day-to-day responsibility for leading the Development Department of the Wildlife Center of Virginia, a leading research and teaching hospital for native wild animals. The Development Director leads and manages a team of three colleagues [a Development Associate, a part-time Fundraising Coordinator, and a part-time Special Projects Coordinator], works closely with the Senior Vice President on communications, and reports directly to the Center's President.

The Wildlife Center is a non-profit organization; the Center's budget for 2023 totals about \$2.6 million. The Center relies primarily on contributions from individuals [an active donor-base of about 3,000], as well as foundation/corporate grants, proceeds from an annual Gala, and bequest revenue. The Center is also in the planning stages of a capital project that will greatly expand the Center's physical facility and treatment, research, training, and outreach capacities.

Duties and Responsibilities

The Development Director's responsibilities will lead the development staff in the formulation and implementation of a variety of fundraising activities, including:

- Solicitation of contributions from individuals, through mailed appeals, online campaigns, special events, etc.;
- Identification, cultivation, and solicitation of foundations, corporations, workplace giving programs, and other institutional grant sources;
- Close collaboration and support of the President in establishing, maintaining, and nurturing relationships with WCV's donors, including arranging personal visits and communication, especially related to the capital campaign;
- Planning and management of the Center's annual Fall Fundraising Gala;
- Cultivating relationships with existing and potential donors, with regular contact and in-person meetings both away from and at the Center, connecting potential and current donors with the President and other key staff;
- Planning and management of additional donor-related events, collaborating with the Outreach Department on special open-house tours, Bald Eagle releases, etc.;
- In collaboration with the Director of Strategic Advancement, preparation and distribution of the Center's Annual Report, Caring for Critters brochure, and other special publications;
- In collaboration with the Senior Vice President, use of the Center's website, email, and social media for donor cultivation and solicitation;
- Timely processing and acknowledgement of all donations; management of the Center's donor list;
- Working with the Center's senior management team and key Board members, build the foundation for the launch of a multi-million dollar capital campaign.
- Assisting the President, Senior Vice President and other Development staff in creation and effective implementation of annual fundraising and revenue targets and long-range fundraising plans;
- Supporting Center staff in other special events throughout the year, such as the *Call of the Wild* conference and open houses;



WILDLIFE CENTER OF VIRGINIA

- Collaborating with other departments to communicate vital projects and funding opportunities with donors;
- Other activities to maximize the Center's revenue and to advance the effective and efficient operation of the development department.

Qualifications

- Five or more years of progressively responsible experience in fundraising in a non-profit setting
- Proven experience with online media, communications, and fundraising
- Demonstrated experience in special-event planning
- Demonstrated experience in effective development communication
- Excellent interpersonal and communication skills
- Bachelor's degree and relevant professional experience, especially in development, event planning, marketing, sales, or business management
- Experience with Microsoft software and a willingness to learn ABILA donor database
- Outgoing personality and highly organized workstyle
- Ability to motivate and engage volunteers, donors, Board members, and staff in planning and presenting fundraising campaigns and events
- Ability to set priorities, meet deadlines and accomplish established goals
- Ability to organize and advance multiple projects simultaneously
- Must be reliable, responsible, enthusiastic, and adaptive
- Flexibility in work schedule – able and willing to work occasional evenings and weekends
- Willing to travel, visiting donors and holding occasional special events across Virginia
- Able to work calmly under pressure, and in a busy office environment
- Commitment to wildlife, conservation, and the environment
- Ability to work as a team player, willingness to share an office with one or more people
- Professional appearance and demeanor

Salary & Benefits

Commensurate with experience and credentials.

The Wildlife Center of Virginia offers:

- Eligible for Center's health insurance plan; Center pays half of employee's premium.
- Paid sick and vacation/personal leave after first three months of employment.
- Pension plan, with employer match (up to four percent)

To Apply:

Interested applicants should send a résumé, cover letter with salary expectations, and samples of development work products and/or writing samples, to Randy Huwa at rhuwa@wildlifecenter.org or mail to:

Randy Huwa c/o Wildlife Center of Virginia 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

The Wildlife Center of Virginia is an equal opportunity employer.