



THE WILDLIFE CENTER OF VIRGINIA

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

Development Officer

June 2021

General Description

The Development Officer will have day-to-day responsibility for the operation of the Development Department of the Wildlife Center of Virginia and will lead and manage a team of three colleagues [a Development Associate, a part-time Fundraising Coordinator, and a part-time Special Projects Coordinator]. The Development Officer works closely with and reports to the Center's Executive Vice President.

The Wildlife Center is a non-profit organization; the Center's budget for 2021 totals about \$1.7 million. The Center relies primarily on contributions from individuals [an active donor-base of about 3,000 individuals], as well as foundation/corporate grants, proceeds from an annual Gala, and bequest revenue. The Center is also currently pursuing *The Great Rebuild*, a \$300,000+ project to repair/replace a number of outdoor treatment enclosures.

Duties and Responsibilities

The Development Officer's responsibilities include:

- Leading the development staff in the formulation and implementation of a variety of fundraising activities, including:
 - o Solicitation of contributions from individuals, through mailed appeals, online campaigns, special events, etc.;
 - o In partnership with the Vice President for Outreach and Education, identification and pursuit of online giving opportunities and campaigns;
 - o Preparation and distribution of the Center's Annual Report, *Caring for Critters* brochure, other special publications;
 - o Identification, cultivation, and solicitation of foundations, corporations, workplace-giving programs, and other grant sources;
 - o Planning and management of the Center's annual Fall Fundraising Gala [traditionally an in-person event, held online in 2020 and 2021];
 - o Planning and management of additional donor-related events, including special open-house tours, Bald Eagle releases, etc.;
 - o 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;
 - o In partnership with the Vice President for Outreach and Education, use of the Center's website and social media for donor cultivation and solicitation;
 - o Timely processing and acknowledgement of all donations; management of the Center's donor list.

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

Qualifications

- 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
- Experience with online media, communications, and fundraising
- Experience in special-event planning
- Demonstrated experience in effective development communication
- Excellent interpersonal and communication skills
- Outgoing personality and highly organized workstyle
- Ability to motivate and engage volunteers, donors, and staff in planning and presenting fundraising 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, and willingness to share an office with one or more people
- Professional appearance and demeanor

Benefits

The Wildlife Center of Virginia offers:

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

The Wildlife Center will consider candidates with a range of experiences, including both those who may be early in their careers as well as more seasoned professionals. Compensation will be commensurate with credentials and experience.

Materials

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:

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.