



# THE WILDLIFE CENTER OF VIRGINIA

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

## Development Officer

January 2020

### General Description

The Development Officer is a member of the Development Department of the Wildlife Center of Virginia. As part of the development team, the position involves managing a broad range of activities related to building donor relationships, fundraising, special events, and proposal writing. The Development Officer reports to the Center's Vice President(s).

### Duties and Responsibilities

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

- Cultivating relationships with existing and potential donors, with regular contact and in-person meetings both away from and at the Center
- Creating a high level of communication and personal attention with key donors
- Planning and managing Center events, including the Annual Fall Gala and five to seven additional donor gatherings throughout the year
- Collaborating with WCV program personnel to draft, submit, and track grant proposal materials to foundations, corporations, and other grant sources
- Identifying and researching new sources of funding and auction items
- Assisting President, Vice President(s), and other Development staff in creation and effective implementation of annual and long-range fundraising plan
- Working with the Development and Administrative staffs to design and draft special mailings and appeals
- Supporting 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
- Working with Center staff on the Annual Report, *Caring for Critters* brochure, and other Center promotional materials
- Processing donations and generating acknowledgements for donations

### Qualifications

- Bachelor's degree in relevant field (i.e., business, finance, communications, marketing, ecology) and/or two years of relevant professional experience, especially in development, event planning, marketing, sales, or business management
- Experience with Microsoft software [Word, Excel, Publisher] and a willingness to learn ABILA donor database

- Experience in special-event planning
- Excellent interpersonal and communication skills
- Outgoing personality and highly organized workstyle
- Ability to motivate and engage volunteers, donors, and staff in planning and presenting the annual benefit and other 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 special events away from the Center
- 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

### **Materials**

Interested applicants should send their résumé and cover letter with salary expectations to Lacy Kegley at [lkegley@wildlifecenter.org](mailto:lkegley@wildlifecenter.org) or mail to:

Wildlife Center of Virginia  
c/o Lacy Kegley  
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 [lkegley@wildlifecenter.org](mailto:lkegley@wildlifecenter.org).