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 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.