

Greenwood Wildlife Rehabilitation Center

Development Coordinator Job Description

Job Title: Development Coordinator

Department: Administration

Classification: Full-time, 40 hours per week, hourly, non-exempt

Job Relationships: Reports to the Executive Director (ED). Works closely with the Community Relations Manager, and other departments to meet the organization's development and fundraising needs.

Position Summary: The Development Coordinator will play a crucial role in supporting our organization's fundraising and development initiatives by implementing fundraising strategies, managing grant proposals, cultivating donor relationships, and maintaining accurate donor records. This pivotal role's main responsibility is to ensure growth and drive revenue in support of our mission.

Essential Duties and Responsibilities

Fundraising Strategy and Planning (90%)

- Donor Development
 - Collaborate with the Development team to prepare and execute comprehensive fundraising strategies and annual development plans.
 - Conduct research on potential funding sources, grant opportunities, and partnerships to diversify funding streams.
 - Assist in the creation and implementation of effective donor cultivation and stewardship plans.
- Donor Relations
 - Cultivate and maintain positive relationships with individual donors, corporate sponsors, and foundation representatives.
 - Assist in the planning and execution of donor cultivation events, fundraising campaigns, and special events.
 - Collaborate with the Communications team to develop effective fundraising materials, including donor appeals, newsletters, and acknowledgments.
- Campaigns & Events
 - Assist in the planning, coordination, and execution of fundraising campaigns and events to engage donors and raise funds.
 - Collaborate with the Development team and Communications team to develop campaign strategies, messaging, and promotional materials.
 - Coordinate logistics for events, including venue selection, vendor management, participant registration, and volunteer coordination.
- Grants
 - Collaborate with the executive director to prepare compelling grant proposals, letters of inquiry, and grant reports to secure funding from foundations, corporations, and government agencies.



- Maintain a comprehensive grants calendar, track deadlines, and ensure timely submission of grant proposals and reports.
- Monitor and evaluate grant-funded programs to measure impact and fulfill reporting requirements.

Administration and Database Management (10%)

- Assist in developing budgets and financial reports related to fundraising activities.
- Generate regular reports and analyze fundraising data to track progress towards goals and identify areas for improvement.
- Utilize database capabilities to segment and personalize communications to different donor groups.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Required Qualifications

- Bachelor's degree and a minimum of two years of development and fundraising experience or equivalent combination of education and experience.
- Proven experience in nonprofit fundraising and development, including grant writing and donor relations.
- Strong written and verbal communication skills, with the ability to craft compelling narratives and proposals.
- Excellent organizational skills, with the ability to manage multiple projects and deadlines simultaneously.
- Proficiency in using donor management systems, fundraising software, and Microsoft Office Suite.
- Familiarity with nonprofit finance and budgeting processes.
- Ability to work independently and collaboratively as part of a team.
- Passion for the mission and goals of the nonprofit sector.
- Enthusiastic about one's own work; looks for ways to make work fun and engaging.
- Must possess a valid driver's license.

Knowledge, Skills, and Abilities

Strong verbal and written communication skills, organizational skills, and customer service skills. Ability to handle difficult situations involving donors with tact, compassion, and good judgment. Ability to multitask in a fast-paced environment, show initiative, and work conscientiously with outstanding attention to detail. Ability to work professionally, positively, and collaboratively with other supervisors and departments.



Working Conditions

Work is performed in a wildlife rehabilitation center and shared office. Potential exposure to cleaning agents, wild animals, and zoonotic diseases. Shift requires frequent standing, walking, bending, and lifting (daily up to 10 lbs. and occasionally 40 lbs.). Required to sit at a desk and use the computer keyboard for most work shifts.

Schedule

Regularly scheduled for five eight-hour shifts, Monday through Friday; however, flexible hybrid (remote/in-office) and off working hours permitted as approved by the Executive Director. Holiday, evening, and weekend hours may be required.

Compensation: \$16.00 - \$22.00 per hour, depending on qualifications and relevant experience.

Benefits available to full-time employees

PTO, fully paid health insurance, dental plan, retirement plan options with discretionary employer match.

How to Apply:

Electronic submissions only: Amanda@greenwoodwildlife.org

Subject line: Development Coordinator – [Your Name]

Please submit a PDF resume and cover letter describing your relevant experience and why you are a good fit for this position. Qualified applicants will be contacted directly to schedule an interview.

Start date: Monday, June 5th, 2023

Application deadline: Sunday, May 28th 2023

Must be legally authorized to work in the United States

Greenwood Wildlife Rehabilitation Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

