

## Development Specialist

### Job Overview

The Development Specialist will work closely with the Development Director on all aspects of South Florida Wildlife Center's fundraising program to solicit charitable support from individuals, foundations, and corporations. Directly oversee the CRM database, website, social media appeals, and donor communication activities. This position assists the Development Director in donors' solicitations and assists in identifying funding sources such as grants, in-kind donations, charitable events, and marketing opportunities.

### Reports To

The Development Specialist will report to the Development Director.

### Responsibilities and Duties

- Manage and produce all online communications, including emails, action alerts, donation forms, social media appeals, events, and website content to support fundraising, list growth, and advocacy goals of SFWC and to effectively engage online advocates and donors in the organization's work.
- Manage development programs, including the sustainer program, vehicle donation, wish lists, fundraising "challenges," etc.; assist with the grants program, including research, proposal writing, reporting, and foundation cultivation and stewardship.
- Oversee effective utilization of donor database and related systems and technologies.
- Process daily gift entry from various sources in donor database including preparing cash and check deposits.
- Send gift acknowledgement letters, memorial, tribute, and in honor of note cards, emails, and/or donor phone calls within 48 hours of receipt.
- Manage and update mail and email donor preferences, ie, unsubscribe.
- Work with contracted vendors to develop, design, and print appeals.
- Oversee the development calendar and assist with content and messaging of all offline/print communications—newsletters, brochures, appeals, acknowledgement letters, and other donor communications as needed.
- Conduct research, outreach and follow up to prospects, donors, and funders to identify and qualify key sources of support.
- Assist in planning, implementing, and managing fundraising, cultivation, and stewardship events and other fundraising initiatives from start to finish with a formulated action plan; develop budget and monitor expenses for each event and initiative (with contingency plans for reaching goals).
- Mentor volunteers and interns for Development Department activities.
- Provide customer service in-person, on the phone, and through electronic or hard-copy correspondence. Correspond with and answer inquiries from current and potential donors; receive guests and give tours of the facility.

## Qualifications

- Proficiency in Microsoft Office suite, database management, desktop publishing and website design. Preferred experience in Adobe Creative Suite (InDesign, Photoshop, Illustrator), Canva and WordPress.
- Organized multi-tasker with attention to detail.
- Event planning, sponsorship solicitation, auction inventory procurement abilities a plus.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills. Writing, editing, proofreading, and grammar skills are required.
- Proficiency in fundraising database software; knowledge of a variety of CRM systems or Donor Perfect and Constant Contact a plus.
- Ability to work both independently and as an effective team member in a team environment.
- An interest in and commitment to animal welfare and protection is highly desired.
- Strong interpersonal, decision-making, and leadership skills.
- Analytical thinking and ability to analyze data.
- Unwavering commitment to quality programs and data-driven program evaluation
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Specific requirements include:
  - Bachelor's degree in a related field, or equivalent work experience required.
  - A minimum of four years' experience in a nonprofit development office managing fundraising efforts required.
  - Supervisory experience is a plus.

## Work Hours

The Center operates 365 days per year. As such, staff will be scheduled to work weekends on a regular or recurring basis. Scheduled hours are typically 8:30 to 5:30, with one-hour non-paid lunch, overtime pre-approved, as necessary. Since all staff are considered ambassadors of the Center, there may be requirements to participate in direct customer interactions, after hours functions, or offsite activities and events.

Along with this application, please submit (3) to(4) writing samples to [HR@southfloridawildlifecenter.org](mailto:HR@southfloridawildlifecenter.org).