



Development Associate

Job Overview

The South Florida Wildlife Center (SFWC) is seeking a passionate and detail-oriented **Development Associate** to join our team. This position plays a critical role in supporting and advancing our mission to protect wildlife through rescue, rehabilitation, and education. The Development Associate will work closely with the Director of Development and Executive Director to execute all aspects of the organization's fundraising initiatives, with a focus on building and maintaining relationships with individuals, foundations, and corporate donors.

Key responsibilities include managing the donor database (CRM), coordinating donor communications, and assisting with grant research, in-kind contributions, charitable events, and marketing opportunities. The ideal candidate is a self-motivated, mission-driven professional with strong communication and organizational skills who thrives in a collaborative environment.

Reports To

The Development Associate reports directly to the **Director of Development**.

Responsibilities and Duties

The Development Associate will:

- **Database & Gift Management**
 - Oversee the effective utilization of the donor CRM database and related technologies.
 - Process daily gift entries from multiple sources, ensuring accurate and timely recording of donations.
 - Prepare and process cash and check deposits.
 - Maintain donor records, including managing and updating mailing and email preferences.
- **Donor Stewardship & Communications**
 - Send personalized gift acknowledgment letters, tribute and memorial cards, emails, and make donor thank-you calls within 48 hours of receipt.
 - Assist in developing content, messaging, and timelines for offline/print donor communications, including newsletters, brochures, annual appeals, and acknowledgement letters.
 - Provide excellent customer service through phone, email, and in-person interactions with donors and prospects.
 - Welcome and host donor visits, including facility tours.
- **Fundraising & Prospect Development**

- Conduct prospect research to identify and qualify individuals, foundations, and corporations as potential supporters.
- Support donor cultivation and solicitation efforts as directed by the Director of Development.
- Assist in identifying funding sources, including grants, in-kind donations, sponsorships, and marketing opportunities.
- **Events & Volunteer Engagement**
 - Assist with the planning, execution, and management of fundraising, stewardship, and cultivation events from start to finish.
 - Develop event budgets, monitor expenses, and ensure goals are met.
 - Provide mentorship and support to volunteers engaged in Development Department activities.
- **Additional Responsibilities**
 - Support department-wide initiatives and contribute to a positive, mission-focused work environment.
 - Participate in occasional after-hours functions, offsite activities, and events as an ambassador for SFWC.
 - Provide support to the Outreach Department by helping with wildlife admissions as needed.
 - Other duties as assigned.

Qualifications

The ideal candidate will possess:

- **Education & Experience**
 - Bachelor's degree in a related field or equivalent work experience required.
 - Minimum of two years' experience in nonprofit development, with proven success managing fundraising efforts.
- **Skills & Competencies**
 - Proficiency in Microsoft Office Suite and fundraising database software; experience with Donor Perfect and Constant Contact is a plus.
 - Strong written and verbal communication skills, with the ability to engage, inspire, and persuade.
 - Exceptional organizational skills and attention to detail; able to manage multiple projects and deadlines effectively.
 - Analytical thinking with the ability to interpret data and evaluate program effectiveness.
 - Ability to work independently and collaboratively within a team environment.
 - Demonstrated leadership, decision-making, and problem-solving skills.
- **Personal Attributes**
 - Passion for animal welfare and environmental conservation.
 - Integrity, idealism, and a positive, mission-driven attitude.
 - Self-directed with a proactive approach to achieving goals.

Work Hours

- Full-time position (40 hours per week), typically scheduled Monday–Friday, 8:30AM – 5:30PM, with a one-hour unpaid lunch break.
- Weekend shifts may be required on a rotating basis.
- Occasional overtime, evening, or weekend work may be required to support events and special projects (overtime must be pre-approved).

Benefits

- Full-time, non-exempt position eligible for overtime.
- Bi-weekly PTO accrual, up to 3 weeks annually.
- Paid holidays.
- Health insurance coverage, including medical, dental, and vision.

How to Apply

Interested candidates should email a cover letter and resume to:

Carolina Montano, Interim Executive Director

csegarra@southfloridawildlifecenter.org