

Carolina Wildlife Center

Job Title: Director of Development

Status: Full-Time

Salary: \$35,000 - \$50,000

The **Director of Development** leads, directs, and manages all development efforts for Carolina Wildlife Center's strategic advancement including, but not limited to, individual and major gifts programs, annual fund, planned-giving, special events, capital campaigns, and writing grant proposals. The Director of Development will work closely with the Board of Directors to identify, cultivate, solicit, and steward major donor prospects and key benefactors.

Fundraising & Grant Management: Develop and execute CWC's annual fundraising plan with the Board of Director. Manage and promote all fundraising development initiatives. Analyze needs and identify short and long-range goals for overall fund development. Diversify and increase funding sources and annual giving support. Lead strategy development and planning of all fundraising activities, including annual funds, planned-giving, major gifts, donor recognition and other programs to increase financial support. Explore opportunities, write proposals, and manage grants that support and align to the organizational mission (rescue, rehabilitation, release, and community education). Formulate and execute approved fundraising campaigns and activities.

Donations Management: Develop and oversee comprehensive donor pipeline, including donor identification, cultivation, acknowledgment, and donor relations. Manage the donor management system (DonorSnap), including database, data-entry, acknowledgements, stewardship, and reporting. Oversee and develop digital and direct mailings, quarterly Newsletters, and social media and mass appeal/solicitation campaigns.

Relationship Management: Support the Board of Directors in identifying, retaining, and cultivating major donor prospects Establish and strengthen relationships with key benefactors to ensure continuation of community events, fundraisers, and services that are critical to the organization, including, but not limited to, 14 Carrot Whole Foods, Wingard's Nursery, Carolina Comfort HVAC, and Midlands Gives. Establish and strengthen relationships with like-minded organizations.

Event Management: Manage and further develop fundraising events to attract and retain donors. In coordination with the Director of Rehabilitation and Director of Operations, oversees the planning and implementation of the annual "Baby Shower" event and other fundraising events (14 Carrot, Wingard's, Holiday Cards, and online auctions/fundraisers), including planning, scheduling, logistics, communications, and facilitation.

Qualifications:

- Bachelor's Degree (required), Master's Degree (a plus) in public relations, marketing, business, non-profit management, or related field and,
- 5-plus years' fundraising experience in the non-profit sector
- Proven ability to raise funds and maintain high ethical standards and adherence to the Donor Bill of Rights
- Excellent interpersonal and intercultural communication skills
- Excellent oral communication and ability to participate in public speaking events
- Excellent written communication, research, and organizational skills
- Computer literacy – Proficient in Microsoft Office Professional Suite and fundraising software platforms (working knowledge of DonorSnap a plus)
- Good Judgement, problem solving, and analytical abilities
- Understanding of Wildlife rescue and rehabilitation issues
- Must be able to work under pressure and handle multiple projects simultaneously

To Apply: Send a cover letter and resume to info@carolinawildlife.org with the subject line Application: Director of Development by October 15, 2023.