

Development Officer

JOB DESCRIPTION

Wildlife Rehabilitators Association of Rhode Island and The Wildlife Clinic of RI (The Clinic) seeks an experienced philanthropy professional with a passion for nature and all those who live within it. As a member of The Clinic's leadership team, the Development Officer will create, execute and evaluate all philanthropy strategies with a donor-centered philosophy to ensure a diverse and sustainable revenue portfolio to support The Clinic's mission.

SKILLS REQUIRED

Bachelor's degree and 5 years professional experience in philanthropy required, ideally in a growing institution. Demonstrated ability to build a culture of philanthropy within an organization and to enthusiastically and successfully engage in all aspects of philanthropy, including one-on-one solicitation and ongoing donor stewardship. Comfort and facility with a wide range of philanthropic work, including solicitation and stewardship of individual, foundation and corporate donors, donors and potential donor cultivation and research, grant writing, and special events.

A successful track record in executing on strategy, setting priorities, managing multiple projects and working effectively under pressure to achieve individual and organizational goals.

Highly organized, detail-oriented, reliable and flexible; thrives in a fast-paced environment; a driving force who manages toward clarity, finds solutions and is able to think strategically about the organization.

Excellent verbal and written communication and interpersonal skills, an ability to listen to and balance, negotiate and work with a variety of internal and external stakeholders.

Proficiency with Microsoft Office, Bloomerang or other donor databases, web-based applications and use of the internet for research required.

Keen interest in learning and developing as a professional, staying on top of best practice research.

Personal qualities of integrity, credibility and a commitment to The Clinic's mission.

SPECIFIC DUTIES & RESPONSIBILITIES

Create, execute & evaluate the organization's philanthropy strategy.

In concert with executive director and board create a comprehensive philanthropy strategy and annual operating plan that promotes mission achievement and financial sustainability.

Execute the organization's philanthropy operating plan to achieve plan goals. Effectively steward all donors and cultivate new potential partners. Make donor and potential donor appointments, calls and visits and solicit funds and other resources for the organization.

Plan and implement foundation, corporate and individual donor cultivation, stewardship, outreach events & activities.

Act as primary staff liaison to the Board's Fundraising Committee and appropriately task and support the board and executive director in achieving plan goals.

Maintain comprehensive donor records, coordinate funding requests, prep donor materials and maintain efficient development systems.

Develop and maintain annual budget as it relates to philanthropy.

Lead and inspire staff and board to participate in philanthropic activities.

Evaluate philanthropic strategy for the organization. Regularly evaluate philanthropic strategy and operating plan and make strategy recommendations to executive director and board based on experience and a deep understanding of the organization's strategic goals.

Salary range: \$30,000 - \$40,000 annually. (Compensation is commensurate with experience).