



THE WILDERNESS CENTER

The Wilderness Center is one of Ohio's most established conservation-based organizations and is currently undergoing a strategic visioning process to create a bold and viable future. The Wilderness Center's mission is to engage our community in conservation through action and education.

Position: Development Coordinator

Position Type: Full Time, exempt. Benefits include health, vision, dental, life & long-term disability insurance, paid time off (vacation, sick and holidays), and a 401(k) match up to 5%

Direct Supervisor: Director of Development

Summary of Position: The primary goal of this position is to research, formulate, and implement TWC's annual fundraising efforts in order to strategically secure TWC's ongoing financial sustainability..

Responsibilities:

- Working closely with Director of Development and Development Staff to advance the agency's mission through fundraising and donor outreach and cultivation.
- Assisting in coordination of development campaigns and initiatives, fundraising events, sponsorships, planned giving, and donor relations.
- Logistical problem solving and cross team coordination.
- Working with TWC's Development/Marketing (DevMar) team to ensure cross department coordination.
- Growing Corporate giving campaign within overall development plan, including sponsorships.
- Organizing a variety of online and in person events.
- Assisting with implementation of integrated annual campaigns including holiday and spring mailings.
- Managing up-to-date CRM database and utilizing data to enhance donor and member retention while addressing lapsed donors and members.
- Developing an implementing Donor Recognition program.
- Ensuring TWC's membership base feels valued and benefits are properly administered.
- Successfully interact with donors through outreach, networking opportunities, foundation events, and stakeholder suggestions.
- Actively seek and pursue opportunities to present TWC in a positive light.
- Design and create informative and effective publications and promotional materials.
- Craft press releases, pitch and organize media coverage

Key Qualifications and Skills

Successful candidates must understand the primary function of the position is to raise funds and the profile of TWC and should possess the following skill sets:

- Must be a self-motivated team player who thrives on getting results, meeting goals, and improving TWC's development and fundraising future.
- Needs strong leadership and people skills.
- Must have strong business acumen with outstanding written and verbal communication skills.
- Should be proficient in Microsoft suite and comfortable writing on a broad variety of topics.
- Should be proficient at managing multiple projects simultaneously.
- Needs to be able to successfully work with both inter and intra departmental teams.
- Should project a helpful, friendly, and cooperative disposition to members, visitors, volunteers, clubs, and staff.

Additional Qualifications & Requirements

- Ability to provide excellent customer service and be a team player.
- Ability to work onsite, offsite, and outside with various props when needed.
- Must be proficient with PowerPoint, Zoom, Google classroom, Neon, and other tech as needed.
- Willingness to work a flexible schedule including occasional evenings, weekends, or holidays.
- Ability to work independently and as a member of a team.
- Must support and adhere to TWCs mission and core values.
- Must be able to pass BCI background check
- Must possess a valid Ohio driver's license with a clean driving record.

The Wilderness Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology, or status as a special disabled veteran in the administration of any of its employment related policies and practices.