



### **Development Coordinator – Special Events**

Full-time, exempt employee

Works Monday - Friday (*schedule may vary based on need*)

Hybrid position (*Must be within reasonable driving distance to South Salem, NY*)

### **Summary:**

The Wolf Conservation Center (WCC) is a 501c3 non-profit environmental education organization that advances the survival of wolves by inspiring a global community through education, advocacy, research and recovery.

The Development Coordinator – Special Events furthers the Wolf Conservation Center’s mission through strategic event planning and donor cultivation initiatives. As a key part of the Development team, the Development Coordinator – Special Events supports and occasionally leads special events, donor programs, and projects as a part of our donor engagement strategy. Key responsibilities include special event and project planning, coordination, and execution along with supporting special guest and donor programs.

### **Duties and Responsibilities:**

- Plan, coordinate, support, and lead special events and projects including those associated with fundraising initiatives and the capital campaign
- Responsible for budgeting and logistics around special events and projects
- Manage and work with third party vendors
- Develop and manage in person and virtual donor cultivation events, engagements, and activities
- Prepare written documents, reports, letters, and other materials as required
- Design high impact development and marketing collateral
- Develop dynamic, visually appealing, and impactful solicitation and stewardship materials including direct mailings, donor recognition, reports, informational brochures, and decks
- Manage the planning, scheduling and timelines of special events and projects
- Ensure timely and accurate data entry and reporting
- Provide general administrative support as a member of Development team
- Other duties as assigned

### **Education/Experience:**

Bachelor's degree (B.A./B.S.) from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience

### **Required Qualifications:**

- Interest in advancing the mission, vision, and values of the Wolf Conservation Center
- Minimum of three years of experience in event planning, development, or fundraising. A background in nonprofit special event planning and execution is preferred
- Ability to work a flexible schedule as needed including occasional evenings and weekends
- Meticulous attention to detail and able to operate with a high degree of professionalism



- Excellent time management, planning and organizational skills
- Ability to multi-task
- Excellent interpersonal and communication skills
- Ability to work well independently and as a team
- A working knowledge of Microsoft Word, Excel, PowerPoint
- Experience with graphic design tools such as Canva
- Experience with online auction and event platforms
- Experience with Raiser's Edge donor database preferred

**Salary** - commensurate with experience

For consideration, please send your resume, cover letter, and compensation expectations to [careers@nywolf.org](mailto:careers@nywolf.org)

*The Wolf Conservation Center values diversity and is an equal opportunity employer. Employment decisions are based on applicant qualifications, merit, and business need. Only those applicants under consideration will be contacted.*