

## Development Operations Coordinator



### 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 Operations Coordinator furthers the WCC's mission by providing operational and administrative support that will meaningfully advance the organization's fundraising initiatives. As a valued member of the Development team, the Development Operations Coordinator is responsible for administering and streamlining use of the fundraising database as well as aiding in the development and implementation of donor relationship and engagement strategies. Key responsibilities include database administration, donor stewardship and event coordination, prospect research and donor reporting, as well as campaign coordination for entry-level donors and members.

### Responsibilities

#### Gift Administration and Database Management – 40%

- Maintain gift processing and acknowledgment procedures, ensuring all gifts and pledges – monetary and in-kind – are accurately entered into the database, stewarded, and acknowledged in a timely manner.
- Administer fundraising database (The Raiser's Edge) and coordinate use of all associated fundraising applications (RelSci, iWave, ResearchPoint, etc.).
- Carry out data hygiene and oversight procedures in collaboration with and with guidance from the IT department to streamline database prospecting and routine wealth screens.
- Facilitate gift and data reconciliation from miscellaneous giving platforms (Benevity, OurCause, Facebook, FreeWill, etc.)
- Generate reporting and analysis on giving campaigns and appeals, and track progress against annual fundraising goals.
- Support all development operations and functions to ensure systems are created, documented, and maintained efficiently, troubleshooting issues, researching solutions, and improving processes as needed.

#### Fundraising and Event Coordination – 40%

- Support the implementation of donor identification, cultivation, and stewardship strategies to meet the WCC's annual fundraising goal and foster sustained philanthropic support from new and longstanding donors.

- Serve as a first line of contact for external constituent inquiries related to donor accounts, payments, and acknowledgments.
- Under the guidance of the Donor Relations Manager, coordinate annual campaigns and communications for monthly Wolf Pass members and entry-level donors.
- Aid in the planning and execution of fundraising events, including coordinating logistics, vendor support, hard-copy and email invitations, RSVP and registration tracking, etc. as well as post-event follow-up, including donor recognition and data entry.
- Provide general administrative support for the development team, i.e., maintaining moves management data tracking, scheduling internal and external meetings, coordinating meeting agendas, note-taking and follow up, preparing/submitted expense reports, processing invoices, etc.

#### Donor Research and Stewardship – 10%

- Coordinate and produce digital and direct mail stewardship communications (gift-iversary, holiday cards, etc.).
- Prepare monthly reports to aid in the Board of Director's stewardship activities.
- Prepare, update, and organize prospect research reports and institutional funding profiles using tools including ReSci, iWave, ResearchPoint, and various search engines.

#### Other Duties as Assigned – 10%

- Performs other duties/responsibilities within the general scope of Development, Marketing, and/or Fundraising as assigned.

#### Education/Experience

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

#### Qualifications

- Interest in advancing the mission, vision, and values of the Wolf Conservation Center.
- 1-2+ years of professional experience in development, fundraising, or other related non-profit work.
- Meticulous attention to detail and ability to operate with a high degree of professionalism.
- Excellent time management, planning, and organizational skills.
- A conscious and capable communicator with an eye for written and visual communication.
- Open to feedback and responsive to direction and coaching.
- Ability to multi-task and work well independently and as a team.
- Experience using fundraising software, The Raiser's Edge CRM preferred not but required.

- Experience with prospect research, donor outreach, and event coordination preferred not but required.
- Proficiency with Office 365, including Outlook, Teams, Word, Excel, and PowerPoint.

### Compensation

\$52,000-\$62,000 commensurate with experience.

### Location

The WCC offices are in South Salem, NY.

This position is hybrid, with 2-3 in-office working days per week.

For consideration, please send your resume, cover letter, and salary 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.*