



Ohio Wildlife Center

Development Director Position Description

Position Type: Salaried, up to 29 hrs/week

Location: Ohio Wildlife Center - Powell, OH

Reports to: Assistant Executive Director

Organization Summary

Founded in 1984, Ohio Wildlife Center is a nonprofit organization fostering awareness and appreciation of Ohio's native wildlife. As a leader in wildlife rehabilitation and conservation education, Ohio Wildlife Center treats more than 5,000 animals every year and reaches thousands of adults and children through education programming. We operate a free Wildlife Hospital, a 20-acre Education and Pre-Release Facility, free Wildlife InfoLine and SCRAM! Wildlife Control (fee-based wildlife exclusion service). Ohio Wildlife Center has a board of 18, staff of 11 fulltime and 9 part time and 200+ active volunteers each year.

Position Summary: The Development Director is responsible for working closely with organization leadership to plan, supervise and execute donor stewardship, communication, fundraising and group sales efforts - leading the progressive expansion of related strategies. The director will ensure effective daily management and oversight of department's budget, personnel, strategies and systems.

Our small development team focuses on building meaningful experiences with supporters. The team is responsible for securing approximately 70% of Ohio Wildlife Center's 1M budget and each team member has separate responsibilities beyond donor stewardship. Successful candidate will be a highly-organized, detail-oriented team leader with excellent interpersonal and communications skills. Direct reports include: PT development manager, FT community engagement coordinator, FT events and fundraising coordinator and PT database administrator.

Major Responsibilities

- Provide managerial oversight for development team - includes setting and executing goals, overseeing budget, supervising staff productivity and maintaining a positive working environment.
- Oversee strategic direction of interrelated development, communication and fundraising efforts - includes donor and prospect stewardship, digital and print communication initiatives, fundraising events and group sales.
- Enforce fundraising policies and procedures - includes information retention efforts, documentation and evaluation of development efficiency and effectiveness
- Ensure reporting and compliance - prepares routine reports to management, maintains confidential records and understands and ensures compliance with related federal, state and local regulations
- Contribute to and serve as example of organizational culture - constant focus on safe workplace practices, personally commit to Core Values and organizational policies and procedures, assist other team members, and positively represents organization at all times.

This position will use a personal vehicle, as-needed, for off-site meetings and will work evenings and weekends as required. Willingness for local travel is necessary. Contributes to communal office upkeep efforts and performs additional duties as assigned.

Desired Skills and Qualifications

- Bachelor degree in non-profit fundraising, communications, or equivalent experience required; advanced degree or fundraising certification preferred
- Longtime experience and demonstrated knowledge in non-profit philanthropy and management
- Charismatic leader and effective communicator
- Proven competence in developing plans, setting objectives, and tracking progress towards objectives
- Superior interpersonal communication, presentation and writing skills
- Ability to prioritize and manage multiple projects simultaneously and meet deadlines
- Demonstrated proficiency in Raiser's Edge, Google Apps and MSOffice (Word, Excel, Power Point)
- Desire to contribute to long term success of Ohio Wildlife Center
- Ability to maintain a flexible work schedule, including some nights and weekends
- Clean background check, valid Ohio motor vehicle operator's license and good driving record
- Maintenance of confidentiality, professional appearance, and positive public image
- Able to work well in a team environment
- Passion for excellent customer service, attention to detail, and commitment to quality

Working Conditions and Physical Requirements:

The following physical requirements must be met by a candidate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee is regularly required to use steps; stand on feet for up to four hours at a time; balance, stoop grasp, speak and kneel; lift and/or move 25 pounds and sit at a desk while using a keyboard. Position also requires employee to see, read, talk or hear; use hands to finger, handle, or feel. The employee is also frequently required to drive a vehicle, walk and reach with arms and hands. Regular exposure to animal dander, fur, feathers and debris. The employee is also frequently required to walk and reach with arms and hands. The employee is occasionally required to climb and lift and/or move up to 40 pounds, use ladder and drive their own car to/from work related destinations. The noise level in the work environment is usually moderate.

Compensation: This is a part time, salaried position with an immediate start date. Wage is competitive and commensurate with applicant's experience.

Please e-mail cover letter, resume, writing samples or portfolio work along with three references to jobposting@ohiowildlifecenter.org. Find out more at ohiowildlifecenter.org.

Applicant is responsible for all interview and relocation costs. This job description is not an implied contract between the employer and employee. The employer reserves the right to make changes at any time and at its discretion during this at-will employment.