

## **Associate Development Officer**

### **JOB SUMMARY**

Reporting to the Development Director, the Associate Development Officer will work 20 hours per week to coordinate the Wylde Center's membership activities. Membership coordination activities follow a yearlong timeline and include recruitment and follow-up of/with Wylde Center members via mail, phone and email to meet budgeted financial goals and tracking membership activity in Wylde Center's donor database. The Associate Development Officer will work with leadership to expand tax-deductible giving to support Wylde Center's mission of connecting people to nature.

The ideal candidate will have a passion for fundraising, a knack for building genuine relationships, and a connection to Wylde Center's mission. In your cover letter, please tell us how nature has influenced your life.

### **KEY RESPONSIBILITIES**

- Raise a minimum of \$166,000 in individual donations
- Ensure timely communication and follow up with donors through phone calls, email and personal and mass mail
- Plan and execute 3 annual membership drives, including corresponding social media campaigns, to recruit new members and upgrade existing donors
- Manage the donor database (Bloomerang) to ensure accurate data and reporting, and leverage that data to drive donor retention and acquisition
- Develop donor relationships to increase engagement with Wylde Center (experience with Moves Management is a plus).
- Act as the on-site membership liaison during Wylde Center events and community events to thank members, educate on Wylde Center's mission and recruit new members
- Identify potential major gifts and arrange meetings between donor prospects and leadership
- Establish and evaluate against monthly revenue goals and provide reports on the effectiveness of donor outreach initiatives
- Coordinate foundation schedule for outreach, proposals, and reporting with the grant writer and ensure on-time submission of all materials.

### **QUALIFICATIONS**

#### **Minimum Qualifications**

- Excellent MS Office Suite, Google Drive, and database management skills.
- Experience in fundraising software.
- Skilled communicator, comfortable speaking in-person, via phone and through written mediums to the community at large. *Must be comfortable making phone calls to past/potential donors.*
- Excellent organizational skills with ability to manage and track multiple projects simultaneously.
- Thrives under deadlines with a record of completing projects on time.
- Demonstrated knowledge and use of digital, social media & emerging online channels.
- Demonstrates honesty, integrity, and professionalism at all times.
- Punctual and self-directed; able to work independently and on a team.
- Bachelor's degree or 2 year's work experience.
- All applicants of the Wylde Center must pass a background check.

**Preferred Qualifications**

- Experience in nonprofit development
- Experience in fundraising software.

**ENVIRONMENTAL JOB REQUIREMENTS**

**Environment:**

- Physical demands are minimal and typical of similar jobs in comparable organizations.
- Work largely takes place in the office onsite or virtually when necessary.
- Some work will take place in an outdoor environment.
- May be required to move materials weighing up to 25 pounds for various events.

**Travel:** Travel within the Atlanta area for events as assigned. Access to reliable transportation is required.

**OTHER JOB INFORMATION**

**Compensation:** \$16/hour

**Benefits:** Select employees are eligible to participate in benefits which include (but are not limited to) a medical stipend, accrued vacation and a retirement savings plan.

**Schedule:** 20 hours per week including occasional weekend and evening work



## Associate Development Officer

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**Work Location:** 435 Oakview Rd., Decatur GA 30030

**Contact:** Stephanie Van Parys, Executive Director, [stephanie@wyldecenter.org](mailto:stephanie@wyldecenter.org)

**Post Date:** June 14, 2021

**Application Information:** If you are interested in applying for this position, please submit your resume, references, and cover letter to Stephanie Van Parys at [Stephanie@wyldecenter.org](mailto:Stephanie@wyldecenter.org). Resumes will be accepted for review until the position has been filled.

**Start Date:** August 16, 2021

### WHO WE ARE

The mission of Wylde Center is to connect people to nature.

Wylde Center accomplishes this through educational programs, events and greenspaces that actively engage youth, families and individuals in their environment, health and community, and that develop skills in environmental science, sustainable urban living, organic gardening, health, and nutrition.

The organization strives to provide an environment that cultivates a spirit of service, respect for diversity, global citizenship and character. Our commitment to a diverse, equitable and inclusive culture is reflected in a community in which differences are embraced, and staff, volunteers, and community partners have a sense of belonging.

At Wylde Center, we hire culturally competent and responsive candidates who believe in the critical importance of diversity, equity and inclusion in the success of an organization and can effectively incorporate those principles in their professional roles. Wylde Center actively seeks candidates from historically underrepresented populations.

Wylde Center was founded in 1997 out of a need to provide opportunities to experience nature in an urban environment. As a result of the community's involvement and commitment, the organization has evolved into a large and active nonprofit organization operating five greenspaces (Oakhurst Garden, Sugar Creek Garden, Hawk Hollow, Edgewood Community Learning Garden, and the Mulberry Fields Garden) in four different Decatur and Atlanta