

Job Title: Development Specialist

Status: Non-Exempt

Organization: Western Great Lakes Bird and Bat Observatory (WGLBBO)

Reports To: Director

Hourly Wage: \$20.00/hour

Location: Port Washington, Wisconsin

Work schedule: 20 hours/week, part-time, year-round position. Work can be mostly remote, and applicant can be located anywhere in Wisconsin or Northern Illinois if able to attend periodic on-site meetings and trainings. Typically, in-person work would be one half day a week.

Application: Please send cover letter, resume, and three professional references to info@wglbbo.org.

Role Summary: The Development Specialist works to connect supporters with their individual giving priorities through written and verbal interpersonal communications, written appeals, and events. As part of a small team, the Development Specialist works to provide the critical resources that fund the Western Great Lakes Bird and Bat Observatory's scientific, outreach, and conservation work. The Specialist supports the Director in overseeing all fundraising efforts. The Specialist's work centers on increasing both annual gift income and the number of donors who contribute, in addition to smaller foundation grants.

Job Duties (to include, but not limited to):

- Together with Observatory staff, develops a donor stewardship and cultivation plan to achieve fundraising goals including performance metrics, evaluation, and reporting.
- Coordinates semi-annual giving solicitations to maximize giving, participation, and renewal rates and manages and supports board members and volunteers in their efforts to support fundraising.
- Produces semi-annual appeals, donor communications, and other fundraising campaigns in collaboration with board members and staff.
- In collaboration with Director and programmatic staff, researches, and drafts small (<\$10,000) grants to pursue funds from small foundations and corporations.
- In collaboration with Director and board members, ensures quality of appeal letters.
- Updates acknowledgment letters to reflect the current work and fundraising recommended practices.
- Works closely with Director, programmatic staff, and Development Committee on overall fundraising efforts and supports events, projects, campaigns, outreach, and communications as needed.
- In coordination with Administrative Assistant, assists with queries, imports, and other donor database tasks as assigned.
- Supports leadership in fundraising efforts to achieve strategic goals and meet organizational needs.
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Required Qualifications:

- 2+ years of experience in fundraising, preferably in a non-profit setting.
- Bachelor's degree **or** equivalent combination of training and experience.
- Excellent interpersonal, communication and organizational skills; communicates effectively with others in-person, by telephone, and in writing.

- Able to multitask and consistently meet deadlines.
- Strong time management skills.
- Excellent customer service skills, including capacity to work with donors in emotionally sensitive gift situations.
- Experience with or ability to learn donor databases.
- Strong written, verbal, and listening skills.
- Proficiency working in Microsoft Office (Outlook, Word and Excel) and Google web-based platforms (Sheets, Slides, etc.).
- Be self-motivated and able to work effectively both independently and with a team.
- The ability to represent the mission, vision and values of WGLBBO and a passion for conservation and/or birds.
- Able to maintain a driver's license and provide proof of auto insurance.

Preferred Qualifications

- A history of successful event coordination/organization.
- Demonstrated success in obtaining funding to support conservation, education, or outreach programs.
- Documented success in communicating with stakeholders (co-workers, donors, community members, etc.).

Benefits and Work Culture:

- Hours are flexible. Specialist has the opportunity to set their own schedule in consultation with the Director. Some meetings will have set times during typical work hours.
- We believe in staff having a healthy work-life balance, including caring for themselves and others at work and at home. The Observatory is committed to ensuring workload is in alignment with the actual hours worked and respecting the space needed to take personal time to care for staff well-being.
- 8 paid days off, additional unpaid days are available with coordination with supervisor.
- We promote and sponsor professional workshops and trainings.
- We are an organizational culture that seeks, integrates, and nurtures self-direction, collaboration, diversity, equity and inclusion with all employees.
- We encourage life-long learning and support ongoing professional development.

Western Great Lakes Bird and Bat Observatory is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status.