



Development Associate Job Announcement

Work Level: Full-Time Exempt

Offices in Santa Fe, Denver, Tucson, Missoula, Portland, Laramie, and Salt Lake City. Location flexible.

WildEarth Guardians works to protect and restore the wildlife, wild rivers, wild places, and health of the American West. We believe in nature's right to exist and thrive. We act on this belief with compassion and courage by preserving the wild world. We defend wildness, empower life, end injustices, and stand for healthy, sustainable ecosystems and human communities. We embrace conflict and cooperate without compromising our values. We execute our campaigns strategically and decisively; we mobilize, inform, and inspire others, and work to heal wounded landscapes. Our enduring and fierce advocacy leads us to success.

We operate four major programs—Wildlife, Wild Places, Wild Rivers, and Climate & Energy—and rely on a potent combination of litigation, education, scientific analysis, and public advocacy in our work. Today, *Guardians* has more than 77,000 members and e-activists, the majority of who live in the 11 western states. We have offices in Arizona, Colorado, New Mexico, Montana, Oregon, Utah, and Wyoming. Our 24-person staff includes lawyers, policy experts, scientists, ecosystem restoration experts, organizers, and fundraisers. Our 2015 budget is \$3.5 million, which comes from diverse sources, including members and donors, foundations, government grants, and legal fees.

Position Summary:

The Development Associate reports to the Development Director and will help implement development strategies to enable the organization to meet its aggressive and growing budget goals (\$5M by 2017). These strategies include major donor campaigns, foundation grants, membership management and acquisition, and planned giving and monthly donor campaigns. This is an associate position and the Director of Development will prioritize work as needed. Nonetheless, we are looking for an individual with development experience and as such the successful candidate will be given responsibility, autonomy, and independence commensurate with their experience. The person in this position will focus on membership, donors, and foundations, with a lesser focus on events.

Responsibilities:

- Understand and participate in membership management and growth with a goal of growing membership from 6,000 to 25,000 financially contributing households by 2017.
- Support a comprehensive monthly donor and planned-giving program.
- Identify, research, cultivate, and solidify relationships with new and established contributors; analyze historic patterns of giving and develop strategies to encourage new large gifts and identify new sources of revenues, as well as increase current contributions; arrange meetings and directly solicit gifts from major prospects and maintain relationships through mail, phone, or in-person contacts.

- Be able to speak to any of WG's conservation efforts and engage members and major donors on any WG program.
- Work with Development Director for major donor content and contacts.
- Work with Development Director for foundation content and contacts.
- Ensure grant calendar is maintained and met for proposals and reports.
- Research and leverage new foundation grant opportunities.
- Track foundation giving by program.
- Work with Communications Director to ensure coherent membership, major donor, and foundation communications.
- Write and proofread fundraising materials as needed by Executive, Development, and Communication Directors
- Participate in special assignments or projects as a representative of the organization.
- Participate in development-related functions, such as marketing, design/preparation of print materials, event logistics, and post-event follow-up based on individual skills and office needs.
- Interact with conservation staff to better understand and evaluate potential funding opportunities.
- Other duties as assigned by supervisor.

Special Job Requirements:

Some travel around the United States and expect flexible work hours, including weekend and evening hours.

Compensation and Benefits:

WildEarth Guardians offers a competitive salary and benefits package, including full health and dental insurance, paid vacation, health leave, and paid holidays. Salary is expected to be in the \$45,000 - \$55,000 range.

WildEarth Guardians is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on culture, socioeconomic status, race, marital or family situation, gender, age, ethnicity, religious beliefs, physical ability, or sexual orientation.

To Apply:

Send the following materials **electronically by 8/7**: cover letter explaining how your experiences and skills match this position; résumé; two writing samples; and contact and relationship information for three references to:

Kevin Gaither-Banchoff
 Development Director
 WildEarth Guardians
 kevin@wildearthguardians.org

Additional details and information about WildEarth Guardians can be found on our website: www.wildearthguardians.org