

Title: **Development Coordinator**

Accountable to: **Executive Director**

Purpose of Position:

The Development Coordinator plays a key role in supporting Wildlife Center of the North Coast (WCNC)'s fundraising, donor relations, and external communications. This position helps ensure WCNC has the resources needed to fulfill its mission of wildlife rehabilitation, education, and conservation.

The Development Coordinator will manage core activities including donation processing, acknowledgements, donor stewardship, inventory, social media, and CRM updates, as well as seasonal or project-based initiatives such as fundraising campaigns, appeals, events, and marketing updates. The ideal candidate is self-motivated, highly organized, detail-oriented, and collaborative, with excellent written and verbal communication skills. They will take ownership of critical duties, provide exemplary customer service, and enjoy engaging with donors, volunteers, and the community.

This onsite position reports directly to the Executive Director and offers a flexible schedule to meet both personal and organizational needs. Occasional evenings or weekends may be required to support events.

Duties and Responsibilities:

> Donor Development:

- Process donations and ensure timely donor acknowledgements and thank-you communications.
- Respond to donor questions and assist with general donation-related inquiries.
- Maintain regular communication with supporters.
- Assist with fundraising campaigns and creative initiatives, including supply drives, mid-year appeals, year-end appeals, memberships, and the Ambassador Sponsor Program.
- Maintain accurate donor records in the CRM database.
- Provide support for donor visits, tours, and select on-site events.

> Marketing & Communications:

- Manage social media posting and assist with content creation for web, email newsletters, and social channels.
- Raise public awareness by actively working with local media and other relevant groups/organizations.

> Event Management:

- Assist with planning and execution of fundraising and outreach events.
- Track and procure auction items.
- Manage logistics: venue, catering, volunteers, publicity, registration, materials.

> Administrative Operations:

- Track inventory of branded merchandise; coordinate re-orders and deliveries.
- Maintain accurate records and assist with basic budget tracking.
- Prepare materials and reports for internal committees and the Board as requested.
- Participate in team and staff meetings.
- Support the mission of WCNC with other duties as needed.

The Development Coordinator works under the supervision of the Executive Director and is expected to pursue the established duties without direct supervision. Written performance evaluations will be given after the first twelve months of work, and annually thereafter.

Qualifications:

- Experience in fundraising, development, or a similar role (non-profit experience strongly preferred).
- Strong organizational skills with high attention to detail; ability to manage multiple tasks and deadlines.
- Ability to work occasionally in the evenings or weekends for events or meetings.
- Strategic, creative, and flexible thinking.
- Experience with databases (Bloomerang preferred), social media management, content creation, and event coordination (logistics, vendors, volunteers).
- Excellent written and verbal communication skills; comfortable presenting to local groups on behalf of WCNC.
- Reliable transportation for meetings, outreach, or events as needed.
- Familiarity with community-based nonprofit organizations.
- Commitment to WCNC's mission and values; represents the organization professionally, courteously, and positively at all times.

Work Schedule:

- Approximately 20 hours per week
- Some flexibility in scheduling may be required to accommodate fundraising events or campaigns.
- Some evening/weekend availability with advance notice

Location:

The position is based at our organization's headquarters in Astoria, Oregon.

****Note:** Under the provisions of the Immigration and Reform Act of 1986, the successful candidate will be required to provide both evidence of identity, and eligibility for employment**

Approved

Date