

FLORIDA WILDLIFE CORRIDOR

Connecting to Keep Florida Wild

FLORIDA WILDLIFE CORRIDOR

260 1ST Ave S., Suite 200, #221

St. Petersburg, FL 33701

POSITION ANNOUNCEMENT

DEVELOPMENT AND ADMINISTRATIVE ASSISTANT

Position Summary:

The Florida Wildlife Corridor organization (FLWC) is seeking qualified applicants for a part-time Development and Administrative Assistant position. The successful applicant will have demonstrated experience with fundraising, donor management, membership programs and online giving platforms. Strong organizational skills and the ability to work independently are also necessary.

Under the direction of the Executive Director, the Development and Administrative Assistant will perform the following key tasks for the organization:

- Oversee membership and donation programs, including Wild Ones, Corporate Connectors and Path of the Panther
- Assist with development of a new monthly membership program
- Coordinate mail-outs and online solicitation for bi-annual or annual giving events
- Oversee the organization's participation in online giving campaigns administered through other entities, such as Giving Tuesday and Give Day Tampa Bay
- Manage Neon CRM database and explore other CRM platforms for potential use
- Oversee correct entry of donor and member data with organization's accountant
- Set appointments and follow-up communication with donors
- Assist with development of fundraising materials
- Assist with fundraising asks
- Mail merchandise orders and other correspondence
- Develop Board packets and minutes
- Assist with event planning and execution
- Assist with grant proposal development, tracking and reporting
- Other support of Executive Director, Communications & Program Manager and Board, as needed

Knowledge, Skills & Abilities:

Required:

- Undergraduate degree from an accredited university or college
- Experience with fundraising for non-profit or political candidates
- Experience with donor management through various platforms

- Self-motivated individual with the ability to work independently, efficiently and with limited oversight
- Strong organizational skills
- Collaborative working style including the ability to build and maintain effective relationships with donors, staff and the Board
- High attention to detail and ability to multitask across topical issues
- Valid U.S. driver's license

Preferred:

- Experience writing and managing grants
- Experience with event planning
- Experience with growing membership programs for individual or corporate donors
- Experience with development of fundraising materials, including writing, editing and/or graphic design
- Knowledge of Florida conservation issues and political climate

Compensation & Benefits:

- 15 – 25 hours/week. \$20/hour
- Flexible working arrangements and hours

Working Conditions

Time spent in this position will be split between being in a home and/or shared workspace setting and being at offsite meetings and events. Limited participation at outdoor events both in the Tampa Bay area and statewide may be included, depending on interest of the individuals. Work hours may shift dependent on project assignment. Evening/weekend work may be required. The incumbent should be able to lift 35 pounds. The incumbent should be able to sit and stand for at least 4 hours at a time.

FLWC Organizational Summary:

The Florida Wildlife Corridor (FLWC) is a 501(c)3 non-profit organization with the mission of championing the public and partner support needed to permanently connect, protect and restore the Florida Wildlife Corridor – a statewide network of lands and waters that supports wildlife and people. FLWC was originally formed as the Legacy Institute for Nature & Culture (LINC) in 2007 and had a formal name change in 2014. FLWC is directed by a 13-member Board of Directors comprised of professionals and community leaders from across the state, primarily within the greater Tampa Bay/Orlando regions. The organization is funded by individual and corporate donors. It currently does not receive any government funding.