
Position Description: Director

Part Time, exempt contract position

Wildlife Center Friends is a small and growing 501(c)(3) nonprofit organization, working to support efforts to rescue and rehabilitate native wildlife and their habitats through collaborative partnerships and education. Wildlife Center Friends is a supportive partner of the Mercer County Wildlife Center and provides necessary resources for MCWC to accomplish its work rescuing and rehabilitating native wildlife species.

The position of Director is a part time, exempt contract position. The Director, working with the Board of Directors, is responsible for the advancement of the organization and all aspects of the nonprofit's management. The Director must possess a thorough understanding of nonprofit and development best practices and must have demonstrated fundraising success with corporations, foundations and individuals. Functional understanding of constituent management/fundraising database software is essential.

Primary responsibilities include:

- Work closely with WCF Board to set strategy for continued growth and nonprofit development
- Maintain and develop a strong relationship with Mercer County, NJ on issues surrounding MCWC, interacting, as needed with county officials and working closely with the director and staff of MCWC
- Maintain state and federal reporting required of 501(c)(3) nonprofit organizations
- Continue to advance the Wildlife Center Friends identity in all marketing materials, newsletters, web presence and social media
- Actively cultivate relationships beneficial to Wildlife Center Friends and its vision
- Create compelling fundraising materials and maintain disciplined timeline for production of annual campaign appeals
- Actively maintain the organization's constituent/fundraising database, providing regular reports to the Board on all Capital, Endowment and Annual campaign success.
- Produce timely acknowledgement of all giving to Wildlife Center Friends
- Continue to build organizational infrastructure, administration and capacity
- Maintain and develop retail efforts which support the nonprofit's operations

Pay is commensurate with abilities and experience. Ideal candidates will have a passion for wildlife and our environment as well as demonstrated understanding of organizational advancement.

Vision

To preserve native wildlife and the one habitat we all share.

Mission

To support efforts to rescue and rehabilitate native wildlife and their habitats through collaborative partnerships and education.