Wild Bear Nature Center
Development Director, Half-time position

*Wild Bear Nature Center’s mission is to inspire a life-long connection to nature and community through creative exploration of the outdoors.*

Since 1995, Wild Bear has connected thousands of people of all ages to nature. Specializing in mountain ecology, Wild Bear welcomes visitors to its hands-on nature center in Nederland, Co and provides year-round educational programs to people of all ages. As a growing nonprofit organization, Wild Bear is seeking a half-time Development Director to achieve Wild Bear Nature Center’s annual operational fundraising goals, specifically through grant-writing, end of year fundraising, and events.

**Job Responsibilities**

**End of Year Fundraising**
- Lead End of Year fundraising – this includes fundraising via Colorado Gives Day (primarily email and social media) and our Annual Appeal direct mailing.
- Coordinate with the Executive Assistant to ensure donors are thanked and data is entered into Donor Perfect.

**Grants**
- Drive operational and capital campaign grant fundraising.
- Research, identify, and prioritize grant opportunities.
- Write grants and manage grant submission and communication.
- Coordinate grant reporting, acknowledgments, and thank yous.
- Track grant fundraising budget and progress towards budget.

**Events**
- With Community Engagement Team, highlight fundraising opportunities at key events: Enchanted Forest, BackCountry Film Festival, Wild Earth, Solstice.
- Work with the Board of Directors to develop a new major fundraising event for the organization in 2023.

**Development Plan, Opportunities, Prioritization, and Coordination**
- Design and drive operational fundraising annual plan, goals, & strategy.
- Provide monthly fundraising reports to the Executive Director and Board.
- Regularly assess the landscape to determine where additional appeals — online, in person, event-based — could yield funding for the organization.

**NOTE:** *Wild Bear Nature Center is in the middle of a $9 million capital campaign to build a new, net zero nature center. The capital campaign is driven by the Executive Director, the Capital Campaign Manager, and the Capital Campaign Committee. The half-time Development Director is not responsible for capital campaign goals, but will support the campaign through grant writing and, on occasion, strategic advice.*
Employee Profile

- Deeply motivated by Wild Bear’s mission, vision and values.
- Excellent interpersonal, analytical and organizational skills;
- Ability to prioritize and execute responsibilities in the face of conflicting priorities.
- High standard of excellence.
- Demonstrated record of following up in a timely manner.
- Excellent written and oral communication skills with staff and constituents.
- Self-motivated with excellent follow through: takes the ball and runs.
- Strong work ethic with the dedication to getting the job done with a “can do” attitude.
- A team player with the ability to motivate others

Qualifications

- Bachelor’s degree in a related field or equivalent work experience.
- Minimum 5 years of professional experience in nonprofit development;
- Proven track record leading fundraising campaigns, including grant writing, online fundraising, and events.
- A proven strategic thinker with experience in creating, implementing, and monitoring fundraising plans;
- Skilled at crafting powerful messages via written or spoken communications
- High level of comfort using relevant technology, including Google Suite and Microsoft Office. Experience with DonorPerfect software is a plus.
- Experience with high-level sponsorships, major donation acquisition and capital campaign fundraising is a plus.

Half Time (20 hours/week)
$30,000 annual salary for half-time position
Paid time off at 40 hours per year
11 paid Holidays at 4 hours/day
Sick time at 40 hours per year
Health stipend of $75/month

Open until filled.
Preferred Start Date:  January 10

Location: This is an on site position based in Nederland, CO.

How to apply: Email your resume, cover letter, and three professional references to jobs@wildbear.org