



Development Director

Position

Reporting to and in partnership with the Executive Director, the Development Director is a full-time position overseeing the Wylde Center's fundraising and development efforts.

Key Responsibilities

- Develop and execute Wylde Center's annual fundraising plan, including securing financial support from individuals, foundations, and corporations
- Oversee all Wylde Center fundraising events, including the plant sale (April), beer garden (June), and wreath-making (December) events, among others
- Develop and maintain ongoing relationships with major donors
- Work with our grant writer to ensure our foundation goals are met

Minimum Qualifications

- Three years experience in development or non-profit event management
- Excellent organizational skills with ability to manage multiple projects
- Demonstrated excellence in organizational and communications skills
- Thrives under deadlines
- Experience with fundraising software; eTapestry preferred

Additional Information

- Physical demands are minimal and typical of similar jobs; may be required to move materials weighing up to 25 pounds
- Salary commensurate with experience

Contact: Stephanie Van Parys, Executive Director, Stephanie@wyldecenter.org

Start Date: April 1, 2018

Application Information: Interested applicants should submit a cover letter, resume, references, and salary requirements to Stephanie Van Parys at stephanie@wyldecenter.org. Resumes will be accepted through March 15, 2018, or until the position has been filled.

Organization

Founded in 1997, the Wylde Center's mission is to educate, cultivate greenspaces, and build community in the areas we serve. This is accomplished through educational programs, events, and greenspaces that actively engage youth, families, and individuals. For more information, see wyldecenter.org.