

Development Coordinator

Full Time, Non-exempt

POSITION SUMMARY

The Development Coordinator is a key contributor to the success of the organization's development work. This position supports the Development team in managing donor relationships, coordinating with outside business partners, and organizing events. They are a champion for the Wylde Center brand and take responsibility for consistency of communications and community interactions.

RESPONSIBILITIES

- Assist the Development Director in raising funds and managing relationships with donors, businesses, and other funding partners
- Keep donor and other funding partners records up to date
- Manage software related to development including Shopify and Bloomerang; pull reports as needed
- Manage software and update communication platforms as it relates to Wylde Center community and fundraising events
- Serve as an a representative of the organization for tabling events and community outreach opportunities
- Engage in outreach to recruit volunteers and advertise volunteer opportunities
- Assist with key components for Wylde Center community and fundraising events including, but not limited to the Beer Garden silent auction
- Assist with planning and delivery of Wylde Center events and classes
- Assist with planning and execution of volunteer appreciation events

QUALIFICATIONS

- Strong understanding of and commitment to Wylde Center's mission and by extension the target audiences for fundraising
- Comfortable with technology and interested in seeking technological solutions
- Resourceful and able to solve problems efficiently
- Possesses a great attitude and team mentality; empathetic to coworkers and patrons
- Demonstrated ability to meet deadlines and respond quickly while attending to details
- Possesses a solid level of emotional intelligence to work effectively with a small team and skilled in relationship and consensus-building
- Strong skills in building personal relationships with donors and supporters
- Experience working with Google Suite, WordPress, Canva, Shopify, and donor management software; experience with Bloomerang is a plus
- Strong writing and editing skills

ENVIRONMENTAL JOB REQUIREMENTS

- Ability to work in a professional office setting for a portion of the work week
- Ability to work outside during events
- Ability to lift up to 50 pounds

ADDITIONAL JOB INFORMATION

Compensation: \$18/hour. This is a non-exempt, hourly position.

Benefits: Healthcare Reimbursement Account (currently \$250/month), 403(b) retirement account, paid time off (15 days per year), paid holidays (16 public holidays), and free/discounted seedlings. Wylde Center maintains a friendly, flexible, and casual work environment.

Schedule: Primarily 9am-5pm, flexibility to work evenings and weekends for events

Work Location: Wylde Center Administrative Offices, 500 S Columbia Drive, Decatur, GA 30030, some flexibility for hybrid work

Job Description Post Date: October 4, 2024

Application Information: If you are interested in applying for this position, please [complete this application](#). Address cover letters to Rae Bucher. **Applications will be accepted until a candidate is identified and selected for the position.** Qualified candidates will be contacted directly – no phone calls please.

WHO WE ARE

The mission of Wylde Center is to connect people to nature.

Wylde Center accomplishes this through educational programs, events and greenspaces that actively engage youth, families and individuals in their environment, health and community, and that develop skills in environmental science, sustainable urban living, organic gardening, health, and nutrition.

The organization strives to provide an environment that cultivates a spirit of service, respect for diversity, global citizenship and character. Our commitment to a diverse, equitable and inclusive culture is reflected in a community in which differences are embraced, and staff, volunteers, and community partners have a sense of belonging.

At Wylde Center, we hire culturally competent and responsive candidates who believe in the critical importance of diversity, equity and inclusion in the success of an organization and can effectively incorporate those principles in their professional roles. Wylde Center actively seeks candidates from historically underrepresented populations.

Wylde Center was founded in 1997 out of a need to provide opportunities to experience nature in an urban environment. As a result of the community's involvement and commitment, the organization has evolved into a large and active nonprofit organization operating five greenspaces (Oakhurst Garden, Sugar Creek Garden, Hawk Hollow, Edgewood Community Learning Garden, and the Mulberry Fields Garden) in four different Decatur and Atlanta neighborhoods, open year round for the community, for events and for Wylde Center's educational programs.

Additionally, Wylde Center provides one of the largest youth environmental and science education programs in metro-Atlanta, including the Decatur Farm to School program, Atlanta Farm to School, Healthy Living by Healthy Growing at the Decatur Housing Authority, and science program and field trips linked to Common Core standards.