

Galapagos Conservancy

Position: Development Officer

Location: Fairfax, VA 22030

Description:

Galapagos Conservancy seeks a **Development Officer** for its Fairfax, VA office who has a passion for environmental conservation and the skills and desire to help build a vibrant major gifts program to support priority programs in the Galapagos Islands. This position focuses on the stewardship of donors capable of annual giving of \$1,000 or more. The Development Officer will report to the Director of Strategic Partnerships and will work in close coordination with the Director of Membership and Marketing. This position will also support the President in cultivation and solicitation of new major donor prospects currently within the Galapagos Conservancy portfolio, as well as new individuals identified by Galapagos Conservancy Board and staff.

About Galapagos Conservancy:

Galapagos Conservancy leads a collaborative effort to balance both conservation and a thriving community in one of the world's most remarkable ecosystems. We work with an international network of top-tier scientists, policy makers, and Galapagos residents on programs focused on wildlife and ecosystem restoration, giant tortoise restoration, and education for sustainability in the islands. Our work is made possible by our 12,000 members, most of whom have visited Galapagos. Please visit our website at www.galapagos.org to find out more about our organization.

Duties and Responsibilities:

- Maintain communication and solicitation schedules, including production of corollary materials (reports, project descriptions)
- Manage weekly acknowledgement and fulfillment responsibilities for this group of donors, to include writing emails and making phone calls.
- Maintain foundation solicitation schedule and undertake research on current and likely new foundation funding sources.
- Conduct background research on current major donors and major donor prospects.
- Support the organization of donor cultivation events.
- Maintain all digital and paper donor files

Requirements:

The ideal candidate must have strong organizational and interpersonal skills, and be a well-organized, quick-learning, creative self-starter who can work as part of a small

office team. The candidate will also have strong administrative skills and the ability to multi-task and prioritize assignments.

Qualifications:

- Bachelor's degree required with 3-5 years of successful fundraising experience working with donors and prospects
- Strong writing and research skills
- Strong time management and organizational skills
- Proficient in Microsoft office applications and non-profit customer relationship management systems (CRM)
- Interest in and understanding of broad science, environment, education and conservation issues
- Spanish language skills a plus, but not required

Salary and Benefits:

This is a full-time position with core working hours from 9 to 5, M–F. Salary is competitive based on skills and experience, and there exists significant room for advancement, based on performance. A generous benefits package includes: health insurance, disability insurance, vacation and sick leave, half-day summer Friday schedule, flexible work schedule if needed, Simple IRA plan, and casual working environment. This position is classified as non-exempt from overtime pay as defined by the Fair Labor Standards Act.

How to Apply: Application deadline is June 15, 2018. Resumes and cover letters may be submitted via email to employment@galapagos.org. Interviews with selected candidates will commence immediately. Please do not follow-up unless contacted.

Starting Date: ASAP