



Community Outreach and Philanthropy Officer Wildlife In Need Center (WINC)

Position Overview

The Community Outreach and Philanthropy Officer plays a vital role in advancing the Wildlife In Need Center's mission by supporting fundraising efforts and strengthening relationships with donors, sponsors, and community stakeholders. This position contributes to revenue growth through donor engagement, and outreach initiatives that build long-term philanthropic support.

Key Responsibilities:

Fundraising & Donor Engagement

- Assist in implementing fundraising strategies to meet annual revenue goals
- Cultivate and maintain relationships with individual donors, corporate sponsors, and Dakota Society members
- Support donor engagement efforts, including outreach, stewardship, and retention
- Encourage donor participation in events, campaigns, and giving opportunities

Events & Sponsorships

- Identify, solicit, and secure sponsorships for fundraising events and programs
- Participate in event planning committees and attend key fundraising events
- Assist with the procurement of auction items for both live and silent auctions
- Support event execution, including donor engagement before, during, and after events

Donor Recognition & Stewardship

- Assist with donor acknowledgment and appreciation efforts
- Help implement meaningful recognition initiatives to strengthen donor relationships and loyalty

Collaboration & Communications

- Work collaboratively with the Executive Director and marketing team on outreach, campaigns, and communications
- Contribute to initiatives that elevate WINC's visibility and community impact

Grant & Development Support

- Provide support to the Executive Director with grant-related activities, as assigned

Dakota Society (Legacy Giving)

- Support efforts to grow and promote the Dakota Society, encouraging planned and legacy gifts

Reporting & Additional Duties

- Provide regular updates and progress reports to the Executive Director
- Assist with other development and outreach activities as needed

Qualifications

- Experience in fundraising, donor relations, or nonprofit development preferred
- Experience with marketing and communications is a plus
- Strong interpersonal and communication skills, with confidence engaging donors and the public
- Highly organized, detail-oriented, and self-motivated
- Ability to work both independently and collaboratively as part of a team
- Passion for WINC's mission is a plus

Position Details

Status: Part-time, hourly

Work Environment: Primarily remote, with in-person event participation as needed

Reports to: Executive Director

Start Date: Immediate

To apply by June 15th: Please submit a resume, three professional references and cover letter explaining how your qualifications fit the requirements of this position to Kim Banach, Executive Director

Kbanach@helpingwildlife.org