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Dr. Patty Loew
Dr. Patricia McConnell
Tia Nelson

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(Rhinelanders)

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(Mercer)

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Michael Cain (Madison)

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Bob Martini (Rhinelanders)

Bryan Pierce (Eagle River)

Jodi Habush-Sinykin
(Whitefish Bay)

Staff

Fred Clark, Executive Director

Paul Heinen, Policy Liaison

Nancy Larson, Senior Water Resources Specialist

Brianna Neumann,
Administrative Coordinator

Sarah Peterson,
Science Director

Jenny Washam,
Communication and Outreach Coordinator

Wisconsin's Green Fire

P.O. Box 1206
Rhinelanders, WI 54501
715-203-0384
www.wigreenfire.org
info@wigreenfire.org

POSITION ANNOUNCEMENT

Director of Development Full-Time, Wisconsin-based

ABOUT US

[Wisconsin's Green Fire, Voices for Conservation](#) (WGF) is a non-partisan 501(c)3 organization providing science-based information and analysis that addresses Wisconsin's greatest conservation challenges.

Since our founding in 2017, Wisconsin's Green Fire has emerged as a leading voice in the Wisconsin conservation movement. Our deep expertise in environmental science, programs, and policies is informed by WGF volunteer members who are career professionals from a wide range of disciplines. WGF helps policy makers, agencies, and concerned citizens understand and address complex issues, including climate change, biodiversity, clean water, and advancing opportunities for young people in conservation.

POSITION

The WGF Director of Development (DD) will work with WGF staff, Board of Directors, Development & Membership Committee, Science Council, WGF volunteer members, major donors, and partners to raise funds to successfully achieve our mission and strategic plans.

The Director of Development will lead the development and implementation of a multi-faceted fundraising program that will sustain, enhance and grow WGF's base of funding support through annual gifts, planned giving, membership and other contributions, and foundation and government grants.

RESPONSIBILITIES

The Director of Development is responsible for developing strategy and leading the implementation of WGF's major donor development, grant development, and membership growth and retention. The Director of Development reports to the Executive Director and works in consultation with the Development & Membership Committee, and with support from WGF staff, board members, and volunteer members.

RESPONSIBILITIES (continued)

Major Donor Development

Plan, coordinate and host “friend-raising” events for major donors and other supporters, including regional conservation socials.

Provide leadership for direct solicitation of major donor gifts. Utilize CRM donor software to track communications and other contacts with major donors, including communications by other staff or board members.

Help to develop grants, gifts, legacy bequests, and other planned giving. Work with potential donors and members to inform and encourage planned giving alternatives.

Grant Development

In conjunction with other staff and board members, research, coordinate and prepare inquiries, grant applications and other funding proposals to foundations, corporations and government agencies.

Membership Growth and Retention

Design and direct the implementation of membership growth and retention strategies, including direct mail, membership drives, solicitation of annual contributions, and recruitment of new members and supporters. Manage IRS acknowledgement and gift receipt letters, and donor data entries for contributions.

QUALIFICATIONS

- A minimum of two years of professional fundraising experience. Experience with a nonprofit organization, community foundation, or similar organizations may all be considered.
- Well-developed general understanding of nonprofit fundraising including major donor solicitations, bequests, other forms of planned giving, fundraising events, and mail solicitations.
- Confidence and experience in a public-facing role, including the ability to make direct contacts and solicitations for gifts.

QUALIFICATIONS (continued)

- Excellent written and oral communication skills with the ability to tailor communications to appropriate audiences.
- Ability to work collaboratively with a wide variety of internal and external partners.
- A strong work ethic (driven to succeed) and accountability for meeting commitments and outcomes. Experience completing tasks independently and on time.
- An outgoing, enthusiastic self-starter with strong creativity and problem-solving ability.
- A commitment to conservation and the environment with either some experience or a strong desire to learn about Wisconsin's natural resources programs, policies, and history.
- Proficiency with MS 365 Office applications, and basic familiarity with CRM and donor tracking software applications.
- Ability to work on a regular schedule, including occasional nights and weekends.
- Valid driver's license, reliable personal vehicle, and available for trips involving overnight travel 1-2 times per month.
- A bachelor's degree in a related field is preferred, however demonstrated evidence of education gained through work or volunteer experience will also meet the qualification.

COMPENSATION

This is a full-time salaried position, although consideration may be given to qualified candidates desiring a minimum 75% appointment or who are seeking flexible schedules. The starting salary range will be \$55,000 - \$70,000. WGF offers a benefits package including paid holidays, paid time off, a home office stipend, and a health insurance stipend.

WGF does not maintain an office and employees work primarily from home. Candidates must have access to a home office or other suitable Wisconsin-based workspace. This position requires occasional paid travel in Wisconsin, including some overnights.



OUR EMPLOYMENT COMMITMENT

Wisconsin's Green Fire is an equal opportunity employer, and we encourage applicants from diverse backgrounds and experiences. We offer competitive compensation, flexible work policies, and a collaborative work environment. We are committed to supporting and inspiring professional achievement and personal development.

HOW TO APPLY

To apply, please complete and submit the following documents:

- 1). A cover letter explaining your interest and suitability for this position.
- 2). A current resume that includes at least three references and their contact information.
- 3). A recent sample of any work you have recently produced that reflects your capabilities for this position.

Submit application documents or questions to: info@wfire.org

Use the subject line: ***WGF Director of Development Application***

The Application Deadline is 12:00 PM February 18th, 2023

www.wfire.org

PO Box 1206, Rhinelander, Wisconsin 54501 | 715.203.0384 | Info@wfire.org