

## Position Announcement

# Philanthropy and Membership Coordinator

## About the Position

The Philanthropy and Membership Coordinator for Wisconsin's Green Fire (WGF) will report to the Executive Director (ED) and will work in collaboration with the entire philanthropy and membership team, including the WGF staff, Board of Directors, Development & Membership Committee, Science Council, WGF volunteer members, and partners to help raise funds to support WGF activities. The Philanthropy and Membership Coordinator will work closely with the Executive Director to ensure the successful execution of all grants, philanthropic giving and membership projects, programs, and events.

## Duties and Responsibilities

- Coordinate development and implementation of annual philanthropic giving and membership plans that incorporates a range of friend-raising and fundraising strategies for annual appeals, major gifts, grants, corporate and individual appeals, and special events, in collaboration with the ED and philanthropy team.
- Create and implement fundraising campaigns and events, including researching, creating, and managing timelines, logistics, and other related materials.
- Manage data regarding donor gifts and pledges, and other records in an accurate, timely, and secure manner.
- Ensure donor acknowledgements and other correspondence are sent in a timely fashion.
- Prepare and deliver donor reports, presentations, and other materials as required.
- Research and develop lists of grant opportunities that are aligned with the mission of WGF or will contribute to its operations.
- Lead grant application writing work.
- Collaborate with the Communications and Outreach Coordinator to create and enhance WGF's online presence and social media campaigns for fundraising and membership development purposes.
- Plan and facilitate philanthropic giving, major gifts, and fundraising meetings and other events, including managing guest lists, registration, and other event logistics along with other staff and volunteers.
- Ability to contribute to a positive and collaborative work culture.
- Perform other duties as assigned.

## Preferred Qualifications:

- Bachelor's degree in communications, marketing, community development, organizational leadership, or a related field in which the above duties and responsibilities were part of the position.
- Experience in grant writing, philanthropic giving, membership development or fundraising .
- Experience in creating and managing successful fundraising campaigns and writing grant proposals and reports.
- Excellent organizational and time-management skills.
- Able to work independently and as part of a team.
- Excellent written and verbal communication, interpersonal, and problem-solving skills.
- Proficiency in Microsoft Office and Google Suite.
- Proficiency in NEON or demonstrated experience in similar customer relationship management (CRM) systems.
- Experience in working with non-profit organizations.
- Familiarity with natural resources conservation/environmental science, policy, education, and related funding sources.
- Comfort with working with a remote work situation (home office, mostly online meetings, shared online file storage being the norm).

Occasional travel requiring a valid driver license and personal transportation is required.

*We are committed to a workplace culture of inclusivity and recognize that many qualified candidates count themselves out before applying. Even if you do not meet every bullet point listed in the preferred qualifications, we welcome and encourage you to apply!*

## About Wisconsin's Green Fire

Wisconsin's Green Fire (WGF) is a non-partisan 501(c)3 organization providing science-based information and analysis to address Wisconsin's greatest conservation challenges.

WGF helps policymakers, agencies, and concerned citizens understand and address complex issues, including climate change, biodiversity, clean water, and advancing opportunities for young people in conservation.

We are dedicated to the principle that all people and groups have the right to clean water, clean air, healthy natural ecosystems, outdoor recreation, and land managed sustainably. We are dedicated to the principle that a sound environment and economy go hand in hand. We are dedicated to environmental justice.

## Our Employment Commitment

Wisconsin's Green Fire provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. We recognize that cultivating a diverse and inclusive team is essential to our conservation mission.

We offer competitive flexible work policies, and a collaborative work environment. We are committed to supporting and inspiring professional achievement and personal development.

## Compensation

This is a full-time salaried position. The salary range is \$54,500-\$64,500, which will be based on the extent to which candidates meet our preferred qualifications. WGF offers a benefits package including paid holidays, paid time off, and a health insurance stipend.

As WGF does not have a central office facility, home office space with computer, telephone and reliable high-speed internet access is necessary. A home office stipend will be provided to the successful applicant.

Consideration will be given to qualified candidates who need less than 100% appointment or flexible schedules.

## How to Apply

Please submit the following documents electronically to [careers@wigreenfire.org](mailto:careers@wigreenfire.org) using the subject line "**Philanthropy and Membership Coordinator Application.**" Only electronically submitted application materials will be considered.

Submit your application as one combined PDF including the following materials. Use the file name format: "**Philanthropy\_LastnameFirstname.pdf**"

1. A cover letter explaining your interest and how you meet the qualifications for this position.
2. A current resume that includes three references and their contact information.
3. If available, a recent work sample with web link that reflects your capabilities relevant to for this position.

Please direct questions on the position to Meleesa Johnson: [mjohnson@wigreenfire.org](mailto:mjohnson@wigreenfire.org).

We will begin reviewing applications on **May 24, 2024**. The starting date is flexible.