



## **Job Description**

### **Development and Operations Associate**

WildAid is a growing unique and dynamic global wildlife conservation non-profit based in San Francisco with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid operates with a \$12 million annual budget and has received a Four-Star rating from Charity Navigator for over a decade. Since its founding in 1999, WildAid has become a premier conservation organization in driving behavior change through both world-class communications campaigns and maritime law enforcement capacity building.

The Development and Operations Associate will be responsible for database management and analysis, records management and event support. They will perform a variety of skilled administrative duties related to donor maintenance, donor outreach, donor communications, grant administration and various cross-functional and operational projects, as assigned. This role is hands-on and may evolve as WildAid continues to grow.

#### **Primary Responsibilities**

- Complete all institutional and individual gift entry into Salesforce.
- Prepare acknowledgment letters and other correspondence.
- Ensure the maintenance and integrity of all constituent data in Salesforce database.
- Complete Salesforce data pulls as needed.
- Maintain thorough and complete electronic files of institutional proposals and awards, from inception to closeout.
- Maintain a grants calendar to ensure proposals and reports are written, approved, and submitted prior to deadlines.
- Maintain accurate records of prospects, contacts, submissions, outcomes, and reports.
- Maintain organizational information required to support grant applications (past awards, capacity statements, standard forms, financial information).
- Share responsibility for timely and accurate reporting to donors in collaboration with the program and finance teams.
- Support end-to-end of small event planning: create donor invite lists, oversee invitation and collateral design, create and manage online RSVP processes, the night of event support, including check-in, and event follow-up such as sending acknowledgments, database updates, etc.
- Field incoming calls, respond to email inquiries, and route mail.
- Work with development team to send donor packages.
- Support execution of donor direct mailing campaigns.
- Responsible for tracking status of development supplies and reordering items as needed.
- Collaborate with Finance staff to ensure all gift revenues are properly recorded and reconciled in Salesforce, Classy, and financial database.
- Work closely with program staff to monitor expenditures, payments, and reports to ensure grants stay on budget.
- Other administrative, cross-functional and operational support, as assigned.

#### **Qualifications**

- At least 2 years of experience in administration, preferably in nonprofit fundraising.
- A bachelor's degree or equivalent work experience.
- Advanced proficiency with office software, including Microsoft Office, Excel, Adobe Acrobat, and database systems. Prior Salesforce experience is strongly preferred.
- Demonstrated ability to take ownership of projects from conception to fruition within specified time parameters.

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- Strong customer service mindset.
- Strong research and writing skills; comfort with data and data analysis, and budgets and budgeting processes.
- Experience working across teams in a positive, inclusive, and collaborative organizational culture (no job is too small or too big).
- Experience producing, submitting, and managing grant proposals and reports for foundation and government/public funders is a plus.
- An interest in WildAid's mission and experience in the environmental sector is a plus.

## **Location and Compensation**

This role may be performed onsite at WildAid's office at 220 Montgomery Street in San Francisco, or with a hybrid schedule, partially from the office and partially from a remote office location in easy commuting distance from the San Francisco office. Work shall be performed during standard business hours. The successful candidate will have the ability to work additional hours, as needed, including some meetings and events outside of regular business hours.

This is a full-time, non-exempt role with a pay range from \$25.00 to \$30.00/ hour, commensurate with skill, experience, and internal equity. Competitive benefits package which includes: Employer-sponsored medical coverage and life/AD&D insurance; 401(k) eligibility with employer Safe Harbor contribution up to a 4% elected deferral; paid holidays; paid sick leave; and accrued paid time off.

## **Equal Opportunity Employer**

WildAid is committed to being inclusive and is proud to be an equal opportunity employer. We will consider all applications and applicants.

## **How To Apply**

To apply, please send your resume/CV, and a brief cover letter to [jobs@wildaid.org](mailto:jobs@wildaid.org). Applications will be considered on a rolling basis until the role is filled.

The successful applicant must meet the requirements of WildAid's background screening process and be ready to provide references upon request.