



Florida Wildlife Federation – Donor Support Coordinator

About Us

Florida Wildlife Federation, Inc. (Federation), founded in 1936, is a statewide, non-profit, non-partisan organization that promotes Florida's environmental sustainability, natural lands and waters, and ethical outdoor recreation so as to leave future generations with a livable and beautiful state. Our mission is to safeguard Florida's water, wildlife, and wild spaces by taking action today to prevent irreversible loss tomorrow.

We advocate on the local, state, and federal levels on issues impacting our natural resources and litigate to stop misguided policy decisions. We are a small organization with a big task.

Position Summary

The Donor Support Coordinator performs a variety of tasks for the Federation, especially in donor relations and database management. The successful candidate will primarily be responsible for gift entry, data management, and donor stewardship for the Federation. This role includes daily gift entry and thank you letters, ongoing database management, and assisting with the organization's donor stewardship activities. This is a position that requires a strong attention to detail, technologically savvy, a friendly, compassionate personality, and a positive attitude. This position also requires a high level of integrity and confidentiality. Excellent organizational skills, the ability to multi-task and prioritize, work in a team-centered environment, and interact with the public over the phone and via e-mail, are key requirements of this position.

Essential Responsibilities and Tasks

- Collect and Process Donations: including checks, credit cards, stock and online donations
- Reconcile and verify daily transactions from deposits, credit card batches and online transactions
- Prepare and send thank you letters and tax receipts
- Prepare and send other donor communications and correspondence
- Maintain donor database and ensure accuracy of all gift and data entry
- Develop, prepare, and maintain queries, lists, and reports for direct mail and other development activities
- Assist with donor/prospect management and research
- Assist with telephone calls, emails, and correspondence regarding gifts, pledges, and other development activities to and from donors and grantees
- Assist with organizing and coordinating donor stewardship efforts, including special events, publications, correspondence, and other activities
- Prepare donor lists and other information for mailings
- Manage records and stewardship for sponsorships, endowments, and other development projects

- Work closely with finance and accounting personnel and consultants on monthly reconciliation, annual review or audit
- Provide general administrative support as needed
- Other duties as assigned

Qualifications and Skills

- 3+ years of experience with database management
- Experience in working with cross-functional teams
- Excellent written and verbal communication skills
- Ability to utilize our CRM (Everyaction)
- Proficiency with Microsoft 365

Pay and Benefits

- Salary: Starting at \$45,000, depending on experience and qualifications
- Healthcare (United Healthcare) available
- SIMPLE IRA with 3% employer match
- Accrued annual leave, sick leave, 10 federal holidays, and an end-of-year break for all staff
- Cell phone reimbursement
- \$200 annual fitness program reimbursement
- Long-term disability insurance
- The Federation qualifies under the Public Service Loan Forgiveness Program

Location

Tallahassee, Florida based. Work from home - must be comfortable and competent working with a remote team.

Reliable transportation is required for routine trips to the post office and the bank. Limited travel may be necessary to attend certain events as needed.

Submit a cover letter, resume, and contact information for three professional references to careers@floridawildlifefederation.org with the Donor Support Coordinator in the subject line. Applications will be reviewed on a rolling basis and accepted until the position is filled.

Employment is contingent upon the successful completion of reference and background checks.