



Veterinary Initiative for Endangered Wildlife
1627 West Main St. Suite 445
Bozeman, MT 59715
USA

Development Officer

Overview:

Founded in 2012, Veterinary Initiative for Endangered Wildlife (VIEW) is committed to assisting countries around the world in meeting the health challenges of their endangered wildlife. Our work has been focused in Nepal and emphasizes critical areas of capacity building: **training** for wildlife veterinarians and managers, supporting the development of much needed **wildlife health infrastructure**, and facilitating **research** to better understand wildlife health risks for population recovery. We believe that successful conservation strategies for critical populations must address threats from disease in addition to habitat destruction and poaching pressure. In alignment with country partner priorities, our work in Nepal is focusing on high profile species such as Bengal tigers, One-horned rhinos, and Asian elephants, but the impact of our work will build a foundation for expanding to other countries with similar challenges.

Our organization is in its early growth phase and expanding. We established a successful program in Nepal and are looking to begin operations in other Asian countries as well as locations in the US. VIEW currently has two leadership staff positions, the Executive Director and the Associate Director. VIEW is poised for ongoing success and is hiring a Development Officer to help grow our organization. This is a contract position and although the organization is based in Bozeman, Montana, the job can be performed from another location.

Position Description:

The Development Officer is responsible for raising funds, community engagement and communications, donor relations and general organizational support for these areas. This position reports to and works most closely with the Executive Director to ensure successful implementation of operational, programming, financial, and engagement strategies. The Officer will also work with the Associate Director as part of the management team.

Key Responsibilities:

1. Development/Fundraising: Raise financial support for the organization by securing funding from individuals, foundations and corporations. Create development tools and systems to enhance effectiveness and efficiencies for VIEW's fundraising efforts, including prospect database, gift acceptance processing system to track letters, tax acknowledgements and other fundraising management tools. Cultivate, meet and recommend prospects and develop personalized strategies for individual donors, foundations and corporate donors. Work closely with VIEW Board and directors on key prospects and major grants as needed. Manage and execute fundraising events.

2. Community Engagement: Help build and maintain a comprehensive communications program to share VIEW's work and accomplishments. Utilize all technologies, digital communications and

social media to connect stories with constituents, donors, supporters and the overall VIEW community worldwide. Develop relationships with key media partners, including digital, print and broadcast. Continue to cultivate new friends and prospective donors through dynamic and effective communication tactics to keep them informed and engaged in VIEW. Assist in writing and distribution of press releases and digital posts for publications/sites. Post stories and news on VIEW's pages and feeds. Forge partnerships to bolster VIEW's brand position within the endangered wildlife arena. Assist VIEW in the development, updating and distribution of VIEW identity materials (letterhead, brochures, posters, clothing, social media). Represent VIEW to the public with professionalism, enthusiasm and commitment.

3. Donor Relations: Oversee strategic and tactical management of donor relations. Maintain personal relationships with key donors in US and overseas. Manage a donor relations plan, including donor communications and support tactics. Work closely with regional volunteers to coordinate and manage national events for Executive Director and Associate Director to speak and share VIEW's work. Create effective tools and database for effective donor relations support.

4. Assist Executive Director and Associated directed as requested.

Experience:

- 3-5 years fundraising, development, marketing and/or public relations experience required.
- Nonprofit experience required and smaller organization/start-up experience preferred.
- Demonstrated ability for raising money from major gift donors, major foundations & corporate funders, and with running local and regional annual and/or capital campaigns.
- Experience developing effective communication materials designed for different audiences, from donors to the public, such as print, video, and digital elements.
- Event management experience required, ranging from small to large events.
- Conservation or animal health experience helpful.

Skills:

- Excellent written, verbal and internet skills (English).
- Competency with Microsoft Office, Skype, Dropbox. Familiarity with donor database management (e.g. Little Green Light) and other programs such as Photoshop and Adobe Acrobat helpful.
- Proven interpersonal adeptness and relationship-building.
- Results-oriented.
- Strong organizational skills.
- Creative and innovative thinking.
- Flexibility and capacity to deal with a changing environment.
- Social Media savvy.
- Networking skills.
- Ability to successfully work independently with remote communication.

Specifics:

- Part-time; 80 hours a month.
- Must be able to travel up to 10% of the time.
- Work includes some weekends and evenings to accommodate international time zones.
- Must be able to lift over 25 pounds, work at a desk, read, type/write on a computer, listen and talk on the computer and phone, drive, walk.
- Some domestic and international air travel; passport required.

Education:

B.A./B.S. minimum required.

Location:

Headquarters are in Bozeman, MT; satellite location possible for right candidate.

Salary commensurate with experience: Contract position.

TO APPLY:

Please send a cover letter and resume to info@viewwildlife.org by Friday, June 23, 2017. Send Word or PDF format only. Please put Development Officer in your email subject line. No calls please

We will contact only the candidates who will move forward to the next phase of our search.