



Position Title: Development Manager

Position Type: Full-Time, 40 hours per week

Typical Hours: Monday through Friday, occasional evenings and weekends

Reports To: Executive Director

Salary: \$60,000-\$70,000

The Friends of the WNC Nature Center is an equal opportunity employer. This benefited position includes 25 days annual vacation leave, 10 days annual sick leave, 4 holidays, health insurance, life insurance, a 3% company-matched retirement program, cell phone stipend, and a family membership to the WNC Nature Center.

Role Overview

The Development Manager is responsible for creating and implementing a comprehensive development plan. Working closely with the Executive Director, this person plays a key role in advancing the Friends' fundraising and engagement efforts. The Development Manager serves as an ambassador for the Friends, building relationships throughout the community while helping strengthen a culture of philanthropy that supports wildlife conservation and education in Western North Carolina.

The Friends of the WNC Nature Center organization is a vital partner with the WNC Nature Center. With their donors and members, the Friends enrich the Nature Center's mission to connect people with the plants and animals of the Southern Appalachian Mountains. As a conservation organization, they inspire a passion to know more, care more, and do more for the wildlife of the Southern Appalachian Mountains. They advance the critical work of the WNC Nature Center by supporting its growth and development through fundraising, membership, outreach education, marketing, and volunteer services.

Key Areas of Responsibility

- Develop and implement a comprehensive fundraising program, including annual giving, major gifts, corporate sponsorships, capital projects, and other giving programs
- Manage a portfolio of donors and prospects, cultivating meaningful relationships to increase engagement, retention, and overall giving
- Build and maintain strong relationships with corporate friends, community partners, and key stakeholders
- Create compelling fundraising communications – including appeals, proposals, donor impact updates, and acknowledgments – to effectively engage and steward donors
- Collaborate with Friends and WNC Nature Center staff to plan and execute fundraising events and create meaningful donor experiences that connect supporters to the mission
- Track and analyze fundraising performance, preparing reports on progress, donor trends, and campaign outcomes

- Maintain accurate donor records in CRM (DonorPerfect) – ensuring data integrity, timely gift processing and receipting, and compliance with organizational policies and IRS guidelines
- Represent the organization in the community, strengthening external relationships and visibility

Preferred Qualifications & Essential Skills:

- 3+ years of direct fundraising experience with a successful track record of raising funds using multiple strategies
- Bachelor's degree or equivalent professional experience
- Experience with DonorPerfect or similar CRM fundraising database
- Experience with email marketing tools, design platforms, and communications software (e.g., Constant Contact, Canva)
- Proficiency in Microsoft Office Suite and Google Workspace
- Thorough knowledge of the development field, fundraising techniques, and ethics
- Strong writing, storytelling, and presentation skills
- Demonstrated ability to build relationships with donors, sponsors, and partners
- Experience managing multiple projects and meeting deadlines in a collaborative environment
- Willingness to work occasional evenings and weekends as required
- Ability to lift up to 30 lbs. during event setup and breakdown; role includes walking the wildlife park (reasonable accommodations will be considered)

TO APPLY:

Please send a cover letter and resume to friends@wildwnc.org or apply on Indeed. Applications accepted until April 13, 2026. Intended hire date May 2026.