



Development Coordinator E.O. Wilson Biodiversity Foundation

The E.O. Wilson Biodiversity Foundation seeks a development support professional in support of the organization's philanthropy operations.

ABOUT THE E.O. WILSON BIODIVERSITY FOUNDATION

The E.O. Wilson Biodiversity Foundation's (EOWBF's) mission is to reimagine how we care for our planet. We believe that by enhancing our public understanding of biodiversity, we can foster a culture of stewardship in which people are inspired to conserve and protect the natural world.

The Foundation is shaped by the inspiration and guidance of Edward O. Wilson, one of the leading scientists and thought leaders of our time. A two-time Pulitzer Prize winning author and widely renowned biologist, E.O. Wilson is recognized as a visionary environmentalist whose work speaks to the urgent need for broader research and deeper understanding of our biodiverse planet in order to protect key species and avoid unintended destruction of the ecosystems that sustain our lives.

ABOUT THE HALF-EARTH PROJECT AND THE POSITION

E.O. Wilson's book, *Half-Earth: Our Planet's Fight for Life*, is a call to protect half the land and sea in order to manage sufficient habitat to safeguard the bulk of biodiversity and ensure the enduring stability of our planet. The Half-Earth Project is a global initiative of the EOWBF that aims to inspire informed collective action to achieve Half-Earth and thereby leave no species behind. We care deeply about driving scientific ambition that transforms our understanding of the world and what we need to do to care for it, and believe we have a moral conviction to act to protect biodiversity as one of humanity's transcendent goals.

The Half-Earth Project has already gained support from many of the world's most innovative thinkers, from population, sustainability, and restoration specialists, conservation leaders, and economists to creative media producers and celebrity icons, including twelve-time Grammy winner Paul Simon, whose 2017 tour directly supported the Half-Earth Project, and Don Henley, co-founder of the iconic Eagles, who recently made a new major investment in the Half-Earth Project. Partnerships with Esri, Burt's Bees, the Gordon and Betty Moore Foundation and environmental philanthropists have brought the Half-Earth Project Map to life – identifying places where conservation activities have the best opportunity to protect the most species.

Half-Earth was a key inspiration for the Kunming-Montreal Global Biodiversity Framework, and the Half-Earth Project's science, policy and communications engagement made important contributions to its ratification. The opportunity and challenge represented in the agreement, or 30x30, combined with the recent passing of E.O. Wilson offers a unique temporal moment for the Foundation to take intentional steps as an organization to increase its impact. To this end, the Foundation launched a quiet leadership phase of its first capital campaign, the *Path to Half*, in fall 2022.

CANDIDATE PROFILE

The Development Coordinator will report to the Director of Development Operations and will support the Development team, with emphasis on fundraising operations. This is a hybrid position based out of the American Tobacco Campus office of the Foundation in Durham, NC, with an expectation of 3 or more days a week in the office, with some flexibility as to actual schedule. We are seeking an individual who has excellent attention to detail, thrives on keeping processes and systems running smoothly, and enjoys close collaboration in support of a high-functioning team.

A thorough understanding or capacity to quickly gain advanced knowledge of Blackbaud's Raiser's Edge NXT constituent relationship management system is key, as is the ability to produce donor mailings, both for traditional mailing and electronic appeals, in a professional manner. Experience in non-profit or higher education settings is preferred.

There is an opportunity, based on the aptitude and interest of the successful candidate, to help shape certain aspects of the role, including event support, prospect research, and other areas that are currently under-supported. We are looking for an individual who will embrace the importance of administrative tasks in support of fundraising and enable an excellent donor experience but who may also be interested in developing professionally in new ways.

PRIMARY RESPONSIBILITIES:

1. Serve as primary database manager.
2. Provide production support for fall and spring appeal mailings, both traditional mailings as well as email appeals via Blackbaud.
3. Produce accurate and timely giving and campaign reports.
4. Manage gift processing and donor acknowledgements, from depositing checks to entering gifts in the database, to producing and mailing acknowledgements to fulfilling premiums.
5. Maintain fundraising supplies—e.g. letterhead, giving reply forms, merchandise for premiums.

6. Provide general support as needed to Director of Development Operations, Vice President of Development, Donor Communications Specialist and other staff and volunteer leaders interfacing on development.
7. Provide prospect research support—e.g., monitor Google alerts on key donors and prospects; maintain subscriptions to key outlets for philanthropy news.
8. Support limited suite of special fundraising events.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE:

- 1-3 years of support experience in a non-profit major gifts fundraising setting
- Experience with Blackbaud Raiser’s Edge NXT is strongly preferred.
- Ability to communicate well verbally and in writing and interact professionally with philanthropists and volunteer leadership.

PERSONAL ATTRIBUTES

- Service ethos and desire to make a difference.
- Integrity, a positive and energetic demeanor, and a joyful orientation toward doing good work together as part of a team.
- Ability to travel on occasion.

COMPENSATION

Compensation includes a base salary range of \$55,000-\$65,000 with final salary based on past experience and qualifications and a package of health and employee benefits.

HOW TO APPLY

Interested candidates should email a resume and cover letter by April 19 responding to the experience and qualifications being sought to Raymond Farrow, rfarrow@eowilsonfoundation.org. Refer to Development Coordinator in subject line. Interviews will be held the weeks of April 29 and May 6, with desired start date for position during the second half of May.

We can’t protect Half-Earth without all people. Please check out our JEDI statement, and consider how your diverse background, experience and ideas can best contribute to our moonshot for the planet!

All correspondence will remain confidential.