



## **Development Officer Gorilla Doctors**

Gorilla Doctors, a non-profit wildlife conservation organization that provides life-saving veterinary care to wild endangered mountain and Grauer's gorillas in east-central Africa, seeks a full-time development officer to coordinate and support fundraising, marketing and promotions for the organization. This position will be based in the United States; the successful candidate will work from a home or satellite office, preferably (but not essential) in the greater Davis/Sacramento or San Francisco Bay Areas (California).

Under the direction of the US Director of Gorilla Doctors and with the guidance of the Gorilla Doctors Board of Directors' Fund Development Committee and in collaboration with the Africa Director, this position will generate a steadily increasing base of operational support for Gorilla Doctors by engaging in the following activities:

- Provide strategy and coordination for all fund development activities including in-person solicitations, telephone contacts, direct mail appeals, special events, annual and special project (e.g. capital) campaigns, and for all constituent groups including private individuals, private and public foundations and corporations;
- Develop and manage timelines for fundraising activities;
- Monitor progress on achieving fundraising goals, and prepare progress reports;
- Develop and implement cultivation and solicitation strategies for donor prospects;
- Design and implement a program of personalized communications, visits and events that maintain and reinforce large-donor and annual support;
- Manage major gift prospects, systematically moving them through increasing levels of involvement and support for Gorilla Doctors;
- Provide managerial oversight of a comprehensive database of potential, current and past Gorilla Doctors donors for tracking solicitation progress and aiding communications;
- Coordinate donor recognition and stewardship programs for Gorilla Doctors;

- Organize and manage volunteers assisting with Gorilla Doctors fundraising efforts: maintain close communication with volunteers, organize meetings, develop training materials, coordinate their activities, and maintain their enthusiasm and involvement.
- Prepare cases for support, key messages and promotional materials (brochures, mailings, posters, etc.); develop budgets for fundraising initiatives, monitor costs and adjust expenditures as needed to meet operational limitations.
- Initiate and write grant proposals to foundations in collaboration with the US Director;
- Maintain close communications with the US Director, as well as with the Africa Director and staff, including email, phone and travel to both offices as needed; participate in regularly scheduled communications, teleconferences and personal meetings with the US Director and the Board to strategize on Gorilla Doctors fund raising initiatives and concepts to assure timely processing, acknowledgement and assessment of gifts;
- Understand, embrace and model the Association of Fundraising Professionals *Code of Ethics*.

#### Minimum Requirements

- Bachelor's degree.
- Minimum 5 years of experience in development, with demonstrated success in raising major and/or capital gifts
- Competence with fundraising software programs (Sales Force™ preferable)
- Willingness and ability to travel, including internationally

#### Preferred Knowledge, Skills and Attributes

- Professional Certificate or an advanced degree in a relevant professional or academic field (e.g. development, business, communications, science)
- Experience with planned giving
- Experience with event planning and execution

This position will be hired by Gorilla Doctors' non-profit partner, MGVP, Inc. MGVP, Inc. is an Equal Opportunity Employer. Salary commensurate with experience.

To Apply, email or regular-mail a cover letter, resume, and contact information for 3 references (as a single .pdf if emailing) to Dr. Kirsten Gilardi, US Director, Gorilla Doctors: [kvgilardi@gorilladoctors.org](mailto:kvgilardi@gorilladoctors.org). Applications received by 5 pm (Pacific) February 23, 2018 will receive first consideration, but the position will be open until filled. Questions may be directed to the US Director.