



# FLORIDA CONSERVATION VOTERS

## Development Associate

### Status: Exempt, full-time

Florida Conservation Voters (FCV) is a statewide advocacy organization that works to turn environmental values into local, state, and national priorities. We engage people in our democracy to protect our environment and create a healthy, sustainable future for all Floridians. We connect people to their political power by mobilizing people, winning elections, holding elected officials accountable, and advancing responsible public policies.

FCV is seeking a motivated individual to join our team and support our development goals. The Development Associate works in a collaborative environment to support a robust and growing grassroots fundraising program that complements the organization's overall fundraising strategy, working together with the Development Manager and the Executive Director.

### Job Responsibilities:

- Annual Membership and Donor Programs: (50%)
  - Develop and execute annual online and mail supporter fundraising campaigns to recruit new supporters and retain and upgrade current supporters.
  - Steward monthly donor program, work to increase the number of monthly donors and current monthly donor giving amounts and cultivate gifts to additional campaigns.
  - Create and update member renewal and direct mail appeals as assigned by the Development Manager.
  - Evaluate and track fundraising program results and help develop strategies to improve fundraising performance.
  - Assist in keeping online donation pages current and active.
  - Generate and distribute weekly acknowledgment letters and communications, as well as creating acknowledgment letters and other correspondence for donors.
- Special Events: (20%)
  - Prepare materials and pulling data for events, coordinating follow-up calls with staff, assisting Development Manager and other staff with event logistics/details, and preparing assigned event-related materials.
- Major Gifts Program: (20%)
  - Assist Development Manager through call time planning, database management, research, record keeping, and donor follow-up.
  - Research, track, and prepare reports on major donor, corporate, and foundation prospects, using tools such as WealthEngine and wealth overlays.
  - Work with the Development Manager and other staff as needed to draft foundation grants and reports.
- Other (10%)
  - Work with staff to ensure accurate and timely data entry, record keeping, and tracking in the database.
  - Learn, understand, and maintain familiarity with the EveryAction database and its full suite of development capabilities.
  - Participate in conferences and training with our national partner, the League of Conservation Voters.
  - Basic digital graphic design for development projects and communications.

**Skills and Experience:**

- Share our commitment to increasing racial diversity in our movement and organization, weaving racial justice and equity into the work we do, and ensuring an inclusive organizational culture;
- Demonstrate cultural competency and a commitment to equity and inclusion as organizational practice and culture;
- Motivation to build and strengthen our development program;
- The ability to create and cultivate strong, genuine relationships with individuals and stakeholders;
- Demonstrated ability as a self-starter and problem-solver;
- Strong attention to detail and ability to manage multiple projects and meet deadlines;
- Strong communications skills, including critical listening and engaging writing; and
- Ability to travel periodically for meetings, events, and conferences.

**Preference will be given to applicants with:**

- Familiarity and experience with databases, specifically EveryAction;
- 2-3 years experience in planning and implementing fundraising projects to meet revenue goals;
- 2+ years experience in non-profit or political fundraising using multiple strategies
- Experience in social media marketing, campaigns, and outreach activities;
- Passion for the organization's mission, understanding of conservation issues, voting rights and their potential to engage the public, and a desire to be an ambassador for FCV in this work;
- Interested in environmental protection, climate action, and the political process;
- Bilingual in Spanish and English a plus.

**This is a full-time, salaried position, working remotely but based in Florida.**

**Benefits:**

FCV provides full-time staff with benefits including vacation and sick time, a health reimbursement arrangement, and after two years of employment, a retirement savings plan.

**Working Conditions:**

Ability to work some evenings with the possibility of travel. FCV has physical offices in Tallahassee and Kissimmee, and remote offices in Miami and St. Petersburg. The location of the position is flexible, with preference given to the regions where we currently have staff.

**To Apply:** Send your resume and a cover letter explaining why you want to work for FCV and how this position fits into your long-term career goals to [laura@fcvoters.org](mailto:laura@fcvoters.org). Please include "Development Associate" in the subject line. Position open until filled. Salary is commensurate with experience and geography, ranging from \$37,000 to \$45,000.

***FCV is an Equal Opportunity Employer Committed to an Equitable, Inclusive and Diverse Workplace.***