

FLORIDA WILDLIFE FEDERATION

Deeply Rooted Since 1936

PHILANTHROPY OFFICER

Status: Full-time, Exempt

Location: Remote within the state of Florida

Reports to: President & CEO

Supervises: Donor Support Manager

POSITION OVERVIEW

The Florida Wildlife Federation (FWF) is seeking a relationship-driven fundraiser to serve as its inaugural Philanthropy Officer and play a critical role in growing philanthropic support for the conservation of Florida's water, wildlife, and wild spaces. This role offers an exciting opportunity for an energetic fundraising professional to help build and elevate our individual donor and planned giving programs, directly shaping the future of conservation across Florida.

Reporting directly to the President & CEO, the Philanthropy Officer will manage a portfolio of approximately 100 mid-level and major gift donors and prospects, guiding them through the full fundraising cycle and toward deeper commitments - including membership in FWF's planned giving program, the Wild Florida Legacy Society. In addition to frontline donor engagement, this role leads and mentors FWF's Donor Support Manager, providing strategic direction for donor stewardship, database management, and development operations.

The ideal candidate is an organized, goal-oriented, and proactive fundraiser who enjoys relationship building and communicating conservation impact. They will thrive in a collaborative, remote environment and play a key role in strengthening FWF's philanthropy pipeline as the organization marks its 90th anniversary and builds toward long-term, sustained donor support.

ABOUT FLORIDA WILDLIFE FEDERATION

For 90 years, the Florida Wildlife Federation has worked to safeguard Florida's water, wildlife, and wild spaces; taking action today to prevent irreversible loss tomorrow. As Florida's natural beauty faces growing threats, FWF empowers conservationists, outdoor enthusiasts, and advocates to defend the places and species that make our state special, from the halls of the legislature to communities across Florida.

Through education, advocacy, and science-based stewardship, FWF works to conserve the state's iconic wildlife, habitats, and natural resources for present and future generations of Floridians.

RESPONSIBILITIES

Donor Portfolio & Relationship Engagement

- Manage and advance a portfolio of approximately 100 mid-level and major gift donors and prospects (major gifts defined as \$5,000+) through personalized cultivation, solicitation, and stewardship
- Identify and qualify new individual giving prospects, upgrading mid-level supporters toward major and legacy gifts
- Conduct donor meetings and participate in conservation tours and events across Florida to deepen donor understanding of FWF's mission and impact

- Partner closely with the President & CEO and Board members on high-impact donor solicitations and stewardship

Planned Giving

- Identify, cultivate, and steward legacy giving opportunities in support of the Wild Florida Legacy Society
- Guide donors through planned giving vehicles (bequests, charitable gift annuities, and other deferred gifts) in coordination with FWF's leadership and legal advisors
- Collaborate with the marketing and communications team on planned giving messaging and donor touchpoints tied to the Wild Florida Legacy Society's cultivation and stewardship cycle

Leadership & Operations

- Supervise, mentor, and support the Donor Support Manager, guiding their daily workflow across donor records, gift processing, and stewardship communications
- Co-create the annual development operating plan, establishing clear metrics, KPIs, and fundraising goals alongside executive leadership in line with the newly updated strategic plan
- Oversee donor data integrity within FWF's CRM, ensuring accurate moves management, gift documentation, and reporting
- Support general development communications, annual appeals, and special organizational events as needed.

QUALIFICATIONS & EXPERIENCE

- Minimum of 3 years of professional experience in philanthropy, development, or fundraising
- Demonstrated success securing mid-level and major gifts and managing donor relationships through the full fundraising cycle
- Familiarity with Planned Giving including identifying, cultivating, and stewarding legacy or deferred gift donors
- Working knowledge of fundraising databases/CRMs and data-informed fundraising practices
- Direct supervisory experience or a strong readiness to mentor and manage a direct report (the Donor Support Manager)
- CFRE (Certified Fund Raising Executive) or similar professional fundraising credential preferred
- Excellent written and verbal communication skills; ability to articulate conservation impact with enthusiasm and clarity
- Highly organized and self-motivated in a remote work environment, with a willingness to travel regularly throughout Florida for donor visits and site tours
- Familiarity with conservation, land trusts, environmental nonprofits, or mission-driven organizations preferred
- Commitment to Florida Wildlife Federation's mission and values

LOCATION AND TRAVEL

This is a remote position; candidates must reside in Florida. Regular statewide travel (approximately two trips per month) is required for donor meetings, conservation tours, and organizational events.

SALARY & BENEFITS

Salary Range: \$70,000 - \$85,000 per year, commensurate with experience and certifications.

Benefits Package:

- Medical Insurance with United Healthcare
- Simple IRA retirement plan with employer match
- Generous paid time off including vacation, sick leave, and holidays, plus a mid-year, week-long reset, and week-long end-of-year break at the end of December
- Monthly cell phone and internet stipend
- \$200 annual fitness stipend
- Long-term disability insurance
- Public Service Loan Forgiveness (PSLF) eligible employer

HOW TO APPLY

To apply, please submit your **resume** and a thoughtful **cover letter** outlining your interest in FWF's conservation mission and your relevant experience via our application portal:

<https://mcelroysearch.applytojob.com/apply/xuKjQ65IO6/Philanthropy-Officer-Florida-Wildlife-Federation?source=AFP>

Applications are reviewed on a rolling basis, and early submissions are strongly encouraged.

The Florida Wildlife Federation encourages individuals from all backgrounds to apply. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.