

**Job Title:** Development/Advancement Officer

**Location:** Wilson, NC (Hybrid work option available; must live within a commutable distance)

**Compensation:** Full-time position with a starting salary range of \$45,000 to \$60,000,

- \$45,000 to \$60,000 Base Salary
- \$4,000 Benefits stipends
- \$4,500 \$6,000 maximum bonus range

Up to \$ 53,500 to \$70,000 total compensation package range depending on experience. Includes a \$4,000 benefits stipend and a performance-based bonus structure of up to 10% percent of base salary.

---

## About Us

The Vollis Simpson Whirligig Park and Museum nonprofit is dedicated to preserving and celebrating Vollis Simpson's visionary artwork. Our mission is to inspire creativity and bring communities together through the arts, culture, and science.

We are seeking a passionate and driven **Development/Advancement Officer** to join our team and lead our fundraising efforts.

---

## Position Summary

The Development/Advancement Officer will play a key role in identifying, cultivating, soliciting, and stewarding donors to support our mission. This position will manage a portfolio of prospects, nurture donor relationships, and collaborate with leadership to plan and execute fundraising programs and activities.

Key responsibilities include designing and implementing annual giving programs, corporate sponsorship initiatives, and funding strategies for projects. The ideal candidate is a strategic thinker with excellent communication skills and a strong commitment to building long-term donor relationships.

---

## Key Responsibilities

- Manage day-to-day operations of development and advancement activities.
- Identify, cultivate, solicit, and steward donor relationships through personal contacts, correspondence, events, and campaigns.
- Develop and execute funding strategies for capital projects, including capital campaigns and mission-driven programs.

- Maintain and grow a portfolio of prospects and donors, fostering relationships to enhance engagement and support.
  - Achieve proficiency in donor management software and maintain accurate donor records.
  - Grow and evolve an annual giving program to ensure sustainable financial support.
  - Develop corporate giving and sponsorship programs to engage local and regional businesses.
  - Assist with announcements, presentations, and development pitches.
  - Lead the planning and coordination of fundraising programs and donor engagement events.
  - Generate reports to monitor progress toward fundraising goals.
  - Stay updated on fundraising trends and policies to align with organizational goals.
  - Manage and grow strategic initiatives, including the endowment, legacy giving campaign, estate planning, and diversified revenue.
  - Maybe occasionally asked to help with organization-wide projects, events, and programs such as concerts, tours, public events, and day-to-day operations.
- 

## Qualifications

- **Education:** Bachelor's Degree in a related field is required.
- **Experience:** 2–3 years of experience in fundraising, nonprofit work, sales, communications, or public relations is preferred.
- Strong written and verbal communication skills.
- Proven ability to build and maintain relationships with donors and key stakeholders.
- Willingness to travel within Wilson and broader regional markets.
- Exceptional time management and organizational skills.
- Ability to work in a dynamic, fast-paced environment with professionalism and flexibility.
- Proactive, self-motivated, and able to take initiative.
- Availability to work outside traditional business hours as needed to participate as a park representative at planned community events
- Strong interpersonal and organizational skills.
- Proficiency in professional office software and systems.