



## Development and Engagement Manager

Full Time On Site - Reports to Development Director  
8:30am - 5:00pm Monday - Friday on site  
Occasional after hours and weekends

### **About Wing Haven**

Wing Haven is dedicated to cultivating sanctuary in nature, environmental stewardship and the legacy of Southern horticulture. We have three public gardens on nearly four acres in Charlotte, North Carolina. Together these three properties—Wing Haven Garden & Bird Sanctuary, SEED Wildlife & Children's Garden and the Elizabeth Lawrence House & Garden—welcome visitors of all ages to discover and learn, as we seek to inspire a passion for the natural world. Wing Haven is a 501(c)(3) non-profit organization.

### **Position Overview**

The Development and Engagement Manager will foster a culture of outreach and philanthropy by implementing strategies to help grow Wing Haven's community engagement and increase operation revenue through partnerships, gifts, events, and grants. Main responsibilities include coordinating outreach engagement work; planning membership events; working with the Development Director on grant writing and reporting; and helping to identify, solicit and steward funders for outreach, programs, seasonal events and signature fundraisers. Works closely across Education, Outreach, Development departments, with the Executive Director and Board members to enhance engagement, fundraising and stewardship activities.

### **Essential Functions**

- Contribute to a comprehensive annual development plan that includes broad strategies to accomplish engagement and fundraising goals with detailed systems and procedures for implementation.
- Attend, provide general support for, and represent Wing Haven at outreach events and various programs.
- Coordinate outreach engagement research and work; help identify new outreach engagement partners and funders
- Oversee the annual donor program up to \$499 with the Development & Office Associate including research and cultivation of new donors, solicitation and stewardship of existing donors through direct mail, email, and other media
- Coordinate the design and creation of appeals, renewals, and acknowledgements; create impact reports for both individual and institutional donors.

- Plan and execute three annual membership stewardship events.
- Recognize and acknowledge donors through in person meetings, phone calls and events.
- Conduct research, gather internal and external data to support grants requests, coordinate and write grants, proposals, and reports, compile program information, and maintain funding calendars.
- Assist in the planning and implementation of signature fundraiser events and earned revenue programs including off-site garden tours and trips
- Maintain a working knowledge of best practices at non profits by staying up-to-date on data management and fundraising trends and regularly participating in appropriate professional development.
- Other duties as assigned.

## Requirements

- Knowledge of and experience in development, communications and or marketing field required
- Bachelor's degree required
- Proven computer skills, including CRM/database experience (Word, Excel, PowerPoint, Google suite required, DonorPerfect preferred) and aptitude for learning new systems
- Excellent interpersonal, public speaking, and written communication skills, including technical and creative writing
- Committed problem-solver who thrives on finding, developing, and securing gifts
- Strong time management and multitasking abilities
- Team oriented with strong attention to detail
- Dedication to customer service

Wing Haven is committed to creating an inclusive, diverse, equitable and accessible culture where the contributions of all community members are valued, respected and appreciated. We invite and welcome people of all abilities, backgrounds, races, religions, cultures, ages, genders and sexual identities. Just as a garden requires ongoing cultivation and tending, Wing Haven pledges to continually reflect on and adapt IDEA (Inclusion, Diversity, Equity & Accessibility) principles.

Benefits include paid holidays, personal time off, medical insurance and retirement plan. Wing Haven is a drug and tobacco free workplace. Salary range \$50,000 - \$60,000.

To apply, send resume and cover letter to:

Wing Haven  
260 Ridgewood Avenue  
Charlotte, NC 28209

Or email [admin@winghavengardens.org](mailto:admin@winghavengardens.org)

No phone calls

Application Deadline : January 24, 2025

[www.winghavengardens.org](http://www.winghavengardens.org)