

Development Associate

Florida Keys History and Discovery Foundation

Position Summary:

The Florida Keys History and Discovery Foundation is seeking a **Development Associate** to support fundraising, donor relations, and event coordination efforts. This role will assist in executing fundraising campaigns, managing donor records, coordinating special events, and supporting grant writing efforts. The Development Associate will play a key role in engaging donors, members, and community partners to advance the Foundation's mission of preserving and sharing the unique history and ecology of the Florida Keys.

Key Responsibilities:

- Assist in implementing fundraising initiatives, including annual giving campaigns, sponsorships, and donor outreach.
- Maintain donor records, process contributions, and generate acknowledgments using donor management software.
- Support grant research, writing, and reporting efforts.
- Coordinate logistics for fundraising and community events, including planning, promotion, and donor stewardship.
- Help develop marketing and communications materials for donor engagement, including newsletters, social media, and website content.
- Engage with donors, members, and volunteers to foster relationships and support Foundation initiatives.
- Provide administrative support for development activities, including preparing reports and assisting with Board engagement efforts.

Qualifications:

- Bachelor's degree in nonprofit management, communications, marketing, or a related field (or equivalent experience).
- Experience in fundraising, donor relations, or nonprofit development preferred.
- Strong organizational skills with attention to detail and ability to manage multiple projects.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and donor database software (experience with CRM systems is a plus).
- Passion for history, ecological preservation, and community engagement.

Compensation and Benefits:

- Competitive salary commensurate with experience.
- Paid holidays and paid time off.
- Monthly healthcare stipend and access to a retirement plan through payroll provider.

How to Apply: Submit your resume and a cover letter detailing your qualifications and interest in the role to jobs@keysdiscovery.com. Please include “Development Associate” in the subject line. Applications will be reviewed on a rolling basis until the Foundation’s development needs are fulfilled.