



National Butterfly Center

Development Staff

(Full-time, Exempt)

Position Summary: This position works under minimal supervision from the Executive Director and Director of Operations. We are seeking a goal-oriented self-starter committed to advancing the mission of our organization. He/she will work mostly with community members, partners and stakeholders, cultivating productive relationships that increase our capacity for growth. Position involves working approximately 33-40 hours per week.

Minimum Qualifications: Requires a 4-year college degree, and previous experience in the field of Resource Development. Minimum of 3 – 5 years, preferred. Spanish not required.

Working Conditions: Work is performed indoors and outdoors, subject to the weather and primarily during daylight hours. Some night time events. Office workspace is climate controlled.

Physical Demands: Requires the ability to walk the grounds and other sites, such as ranch lands and refuges. Also requires the ability to stoop, kneel, crouch, reach, carry and lift up to 20 lbs., speak, hear and see in color vision.

This position description is intended only to describe the general nature of the job. It does not represent an all-inclusive listing of the duties, nor of the experience, knowledge, skills and abilities required to satisfactorily perform the job.