



Administrative & Campaign Associate

Full time, 3 year contract, Benefited

Do you play well with Otters? The Wild Center is seeking a highly organized, mission-driven Administrative and Campaign Associate to provide comprehensive administrative support to the Executive and Deputy Directors and to play a meaningful role in the museum's capital campaign efforts. This is a unique opportunity for a skilled professional to work at the heart of a beloved institution during an exciting period of growth and community investment.

The ideal candidate is a proactive problem-solver who thrives in a collaborative nonprofit environment, handles confidential information with discretion, and understands that strong administrative support is essential to organizational impact.

Director Support:

- Manage the Executive Director's calendar, scheduling meetings, travel, and appointments with attention to priorities and energy management
- Assist with management of Director led projects and programs
- Draft, proofread, and finalize correspondence, memos, reports, and presentations on behalf of the Executive Director and Deputy Director
- Screen and route phone calls, emails, and other communications; handle routine inquiries independently
- Coordinate logistics for Board of Trustees meetings, including preparing board packets, taking minutes, and following up on action items
- Maintain organized filing systems (digital and physical) for contracts, agreements, board records, and correspondence
- Handle personal administrative tasks as needed to support the Executive Director's effectiveness
- Periodic overnight travel may be required with advanced notice

Capital Campaign Support:

- Assist with day-to-day administration of the capital campaign, including tracking donor prospects, pledges, and gift entry in the donor management system DMS(Altru)
- Support the campaign team in maintaining accurate and timely records
- Other duties as assigned

Qualifications:

- Exceptional written and verbal communication skills, including the ability to write clearly and persuasively on behalf of others
- Strong organizational skills and meticulous attention to detail
- Ability to manage multiple priorities, anticipate needs, and work independently under deadline
- Demonstrated discretion in handling confidential and sensitive information
- Warm, professional interpersonal style with a genuine commitment to relationship-building
- Experience with or interest in fundraising, donor relations, or capital campaigns
- Experience working in a nonprofit, museum, or cultural institution - preferred, not required
- High proficiency with Google Workspace and Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Familiarity with donor management systems (Altru or similar) - preferred, not required
- Experience supporting a capital campaign or major gifts program a plus

Compensation & Benefits

- Pay Range: \$35,000 - \$45,000 annually depending on experience
- Comprehensive benefit package including medical, dental, supplemental and life insurance plans, health savings account, SIMPLE IRA retirement, employee assistance program.
- Paid vacation, sick/personal time, and holidays.
- Possibility of flexible scheduling depending on needs
- The opportunity to work with humans, six Trolls (well, Troll-sculptures) and 50 species of live exhibit animals, trails across a 115 acre campus located along the Raquette River and in an interactive climate solutions exhibit.
- Access to regional reciprocity pass for employees to receive free or reduced admission to area museums or attractions
- The Wild Center strives to create an environment where our team thrives both personally and professionally. While life on the job can move at a fast pace, we appreciate the times we can slow down. Whether it's sharing stories over a staff potluck, being wowed by cool science facts, or taking a break during a meeting to view a cute animal - we make time to grow together as a community.

To Apply

Open our [Administrative & Campaign Associate Application](#) or go to www.wildcenter.org/careers to access the job description and application link. Attach a resume and cover letter within the application form.

The Wild Center is an Equal Opportunity Employer. We have a strong dedication to

diversity in our community and in the people and groups with which we work. For technical issues email careers@wildcenter.org.