



OFFICE ASSISTANT/MANAGER

We are looking for very special, animal-loving people. Friendly, with good communication skills, work well with others, and be able to lead, as well as follow. Even-tempered, down to earth, happy, and healthy are the ingredients for a successful team member. Come to Jungle Friends with an open mind and open heart, ready to work hard and become a part of the Jungle Friends team.

Qualifications:

- Experience with social media, especially Facebook and YouTube.
- Strong computer skills, including file management and troubleshooting.
- Experience with Microsoft Outlook, Office i.e., Word, Excel, Publisher, PowerPoint, etc.
- Excellent telephone etiquette, as well as verbal and written communication skills.
- Commitment to animal advocacy. Willingness to learn our philosophy, mission, history.

Duties include:

- Day-to-day social networking tasks (posting, managing friends, creating content etc.) for social media.
- General office skills: filing, copying, data entry and generating reports, scanning, organizing documents, ordering, and maintaining office supplies office, as well as medical supplies.
- Data Entry: Accurate data entry into several systems; Donor Perfect is our database, and Constant Contact is our email marketing program; proactively assure that all relevant information is captured and recorded.
- Perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Assist with mailings, packing/shipping, bulk mailings, prompt thank you notes (on-line and postal) and other office tasks as needed.
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- Participate in special projects such as creating newsletters, email campaigns, writing grants, or organizing special events.
- Provide assistance as needed for the Executive Director and staff (i.e., "gopher" jobs), as well as arrange travel plans, track schedules, appointments and deadlines and take responsibility for reminders, preparations, and appropriate follow-up.
- Answer telephones and record every call and follow-up in every area.
- Check mail and record each piece of mail, and follow-up.
- Keep the office clean & run errands.

Ideal candidate:

- Extensive experience with social media networking TO work with other social media members. Day-to-day social networking tasks; posting, creating content, engaging our supporters with photos and videos. Watch for comments on Facebook, Twitter, YouTube, and respond appropriately to each comment. Ability to establish measurements and success metrics for social networking initiatives.
- Create and edit video files to upload on our YouTube Channel. Some knowledge of filmmaking, filming, editing, voice overs, producing, etc. is a plus, but will not disqualify an applicant.
- Ability to translate day-to-day realities and issues of our organization into engaging stories and effective campaigns to expand our online community and support base. Understanding of marketing, public relations and fundraising.
- Strong computer skills, including file management, organization, and troubleshooting.
- Knowledge of Google Analytics, Google Grants and Google Apps.
- Exceptional communications skills.



Director of Development

Overview:

Jungle Friends Primate Sanctuary provides permanent, high-quality sanctuary care for over 200 New World monkeys who were abused, neglected, confiscated or unwanted former “pets”, used in research, confiscated by authorities or in the entertainment industry. We are committed to advocacy and education on behalf of all captive non-human primates and aiding to improve their circumstances wherever possible. We work cooperatively with a national network of other credible animal sanctuaries, government agencies, and qualified individuals to find placement for unwanted monkeys and to combat exploitation and mistreatment.

The Director of Development will lead and manage Jungle Friends fund raising programs. He or she will work closely with the Executive Director and other staff to create and execute the strategies needed to meet the organization’s annual budget goals and significantly increase fundraising revenue.

Key Responsibilities:

- Work closely with the Executive Director, key staff and volunteers, the Board of Directors, and our Advisory Board to develop and implement a broad-based, comprehensive fundraising program.
- Develop programs to include major individual gifts, planned giving, foundation and corporate relations, fundraising events, e-philanthropy, and direct marketing activities.
- Oversee and develop all aspects of major gift cultivation.
- Create budgets and reports for grant proposals and grant reports.
- Search for grants and writing Letters of Intent (LOI) and Grant Proposals.
- Prepare and/or oversee the preparation of proposals and reports for individuals, foundations, and corporate support.
- Oversee donor communications and messaging.
- Track and acknowledge current and potential donors and report and record all gifts.
- Enhance existing and establish new programs designed to secure both short and long-range fundraising.
- Identify appropriate opportunities and strategies for solicitation.
- Assist in the identification and recruitment of staff and volunteer leadership.



JUNGLE FRIENDS PRIMATE SANCTUARY

- Work with the Executive Director/Bookkeeper to create our annual budget, a Development Program, and 1-year and 5-year Business Plan.
- Create and update timely reports on Development Program activities and fundraising results as directed by Executive Director.
- Staff and accompany the Executive Director/Founder on solicitation calls and donor calls, as needed.
- Develop further and maintain existing fundraising systems and recordkeeping procedures, through the resource development database.

Qualifications:

- Experience in fundraising/development including managing fundraising campaigns.
- Organizational and prioritization skills with the ability to meet deadlines.
- Excellent interpersonal skills and ability to communicate effectively with members, supporters, co-workers, etc.
- Must possess strong relationship-building, communication, and motivational skills.
- Skills and experience in software applications, including Word, Excel, Power Point, Publisher, prospect databases, and donor research tools.
- Excellent written and verbal communication skills
- Experience working with high-net worth donors and proven track record of successful fundraising solicitations and meeting fundraising campaign goals.
- Experience working with non-profits.
- Dedicated to the Jungle Friends philosophy and improving the lives of animals.

Please comment on each related bullet point detailing experience. Lack of experience in one area does not equate to automatic disqualification.

Full or Part-time SOCIAL MEDIA COORDINATOR

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Saving Monkeys ~ Promoting Compassion
www.JungleFriends.org



Jungle Friends Primate Sanctuary is home to over 200 monkeys and a non-profit with a national support base. We are looking for the right person to translate our mission and core values into ideas and executable plans to engage online audiences in the social media space and produce measurable results in expanding our community and support base.

The ideal candidate would have:

- Extensive social media expertise (Facebook, YouTube, Twitter, Flickr, blogs and more)
- Experience with social networking from a business or marketing perspective, as well as personal use and demonstrated experience in persuading audiences to act.
- Exceptional communication and writing skills.
- Photography and video skills.
- Enthusiasm for learning our philosophy, mission, history, issues.
- Ability to translate the day-to-day realities and issues of our organization into engaging stories and effective campaigns to engage and expand our online community and support base.
- Ability to establish measurements and success metrics for social networking initiatives.
- Understanding of and experience with marketing, public relations, and fundraising.
- Commitment to animal advocacy.