

POSITION DESCRIPTION

Marketing and Development Associate

Position Title: Marketing and Development Associate

Employment Classification: Nonexempt

Position Type: Temporary Part-time with potential to hire

Reports to: Sr. Development Coordinator, Sr. Marketing Coordinator, & Sr. Development Director

Timeline: Fall 2025-June 2026

Compensation & Benefits: \$25 per hour, 20-30 hours per week. Sick Leave, earning one hour of sick leave for every thirty hours worked.

Send resume and cover letter to jobs@wildcoast.org with “Marketing and Development Associate” in the subject line.

About the Role:

Are you passionate about conservation, community, and creating impact? WILDCOAST is looking for a detail-oriented, creative, and proactive **Marketing and Development Associate** to support our Marketing and Development team with fundraising, events, and communications efforts. In this part-time role, you'll help support events, communicate with our donors and broader community, assist social media scheduling/ content creation/ reporting, and contribute to the protection of some of the most beautiful and biodiverse coastlines on Earth. This is a great opportunity for someone who thrives in a collaborative environment, enjoys variety in their work, and wants to make a difference.

Company Summary:

WILDCOAST is an international team that conserves coastal and marine ecosystems and addresses climate change through natural solutions. To achieve our mission we establish and manage protected areas, protect and restore blue carbon ecosystems, and partner with local communities, governments, and the private sector. WILDCOAST has helped to conserve more than 38 million acres of some of the most ecologically important coastline, wetlands, islands, and marine wilderness in the world.

Job Description:

The Marketing and Development Associate will provide essential support to WILDCOAST's fundraising, marketing, and event efforts. This part-time position will help execute development initiatives, assist with event production, and contribute to digital marketing efforts.

This is a hybrid position based in San Diego County, California with office work required at our office in Del Mar, as well as remote and in-field work within San Diego County. Evening and weekend work will be expected occasionally, with notice.

A successful candidate is a quick-learner and self-starter who is comfortable managing projects without requiring frequent oversight and management. This team member will also thrive with confidence and compassion at outreach events where they will engage with the public to educate them on WILDCOAST and our efforts to conserve the coast and ocean

Position Requirements:

- Experience in development/philanthropy, event coordination, and marketing
- Strong written and verbal communication skills
- Familiarity with social media platforms, scheduling tools, and analytics
- Experience with Canva, Google Drive, and database management
- Ability to work both independently and collaboratively
- Comfortable with community outreach and donor engagement
- Customer service skills and attention to detail
- Ability to occasionally work evenings/weekends for events
- Bilingual Spanish-English preferred

Duties and Responsibilities:

- Assist with planning and execution of fundraising events, including silent auction and event software management
- Support sponsorship outreach, donor acknowledgment letters, and database maintenance (including de-duplication)
- Aid in social media content creation, community management, scheduling, and basic reporting
- Contribute to community outreach and 1% for the Planet partnership engagement
- Provide on-site support for events and fundraisers as needed
- Assist with simple Spanish-English translations (if bilingual)

WILDCOAST provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.