Position: Donor Engagement Manager
Location: San Antonio, TX
Website: www.wildlife-rescue.org
Apply to: WRRapplication@wildlife-rescue.org
Job Type: Full-time, Monday through Friday (occasional evenings & weekends)

History: Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives over 9,000 wild animals per year for rehabilitation and release as well as providing permanent sanctuary for more than 600 resident non-releasable indigenous wildlife, non-native wildlife (large mammals, primates, reptiles and birds) and farmed animals. Wildlife Rescue is located on 212 acres in the beautiful Texas Hill Country, near Austin and San Antonio.

Description: The Donor Engagement Manager’s role is to assist the Chief Executive & Development Officer (CE/DO) with leading and implementing all facets of Wildlife Rescue’s fund development activities and ensuring their effectiveness. The Donor Engagement Manager will work to refine existing and implement new donor engagement strategies for current and prospective donors. The ultimate goal of this position is to create professional and meaningful experiences for donors, with particular focus on donor segmentation, events, appeals, one-on-one fundraising and sustainer (re-occurring) giving. This role requires someone that is donor-centric, a proactive self-starter, and excels at creating innovative and efficient systems and processes.

Primary Position Duties and Responsibilities:
• Provide ongoing cultivation, recognition and appreciation of donors to keep them engaged with WRR with a goal of moving them into larger gifts and sustainer giving.
• Develop and execute bi-monthly informal donor tours, cultivation events to showcase WRR programs and accomplishments.
• Create and administer annual stewardship plan in conjunction with appropriate development staff that includes planned giving and the Founder’s Circle ($3,000/yr. or more donors).
• Work with the Communications & Development Manager to ensure that all donor-related communications, including acknowledgment/thank you letters, new donor welcome packets, Founder’s Circle and planned giving collaterals, and other stewardship pieces are timely, appropriate and effective.
• Manage WRR’s sustainer giving program including message development, copy writing for web and email communication, stewardship/recognition touch points etc.
• Inform and educate existing and prospective corporate and foundation funders about WRR through tours, meetings, and presentations with a goal of increasing financial donations and in-kind gifts.
• Create, manage and cultivate a small donor portfolio for the purposes of retaining key donors and increasing their affinity for WRR.
• Special events: Planning, managing, and evaluating events and work with management on identification of new ones with potential for high returns.

Additional Position Duties and Responsibilities:
• Grant proposal research and preparation
• Prepare and maintain grant records (grant files, internal/external statistics), review complex documents, reports, etc. to ensure compliance with funding source regulations.
• Other duties assigned by the Chief Executive & Development Officer and/or President/Founder.

Requirements:
• Education: Bachelor’s degree in a directly related field preferred or comparable skill set obtained through experience.
• 3-5 years’ experience in development/fundraising including direct gift solicitation and donor stewardship.
• Ability to speak in front of groups of all types and size on behalf of WRR.
• Ability to work in a fast-paced, deadline driven role with exceptional skills balancing competing priorities and working efficiently.
• Proficient knowledge of Raiser’s Edge NXT is a plus.
• Advanced computer skills, proficient knowledge of MS Office, Word, Excel etc.; strong math skills, 10 key by touch and proof reading.
• Knowledgeable about animal and environmental protection issues.
• Exceptionally well-organized and detail-oriented; ability to be innovative and have a proactive approach to solving problems and finding information.
• Attendance: Must maintain regular and acceptable attendance.

Compensation: Salary is $45,000-$60,000 annually, plus benefits (WRR will pay 55% of your monthly insurance premium).

Persons interested in applying for this position should send a cover letter & resume (email preferred):

Wildlife Rescue & Rehabilitation, Inc.
Attn: Diana Reyes, CFRE, Chief Executive & Development Officer
P.O. Box 369
Kendalia, TX 78027
Email: WRRaplication@wildlife-rescue.org
Phone: (830) 336-2725, ext. 315
Fax: (830) 336-3733