Position: Donor Engagement Manager  
Location: San Antonio, TX (4x week) Kendalia, TX (1x week)  
Schedule: Monday through Friday  
Website: www.wildlife-rescue.org  
Apply to: WRRapplication@wildlife-rescue.org  

History: Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives over 10,000 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 Kendalia, Texas and has an outreach receiving and rehabilitation facility in San Antonio.

Description: The Donor Engagement Manager’s role is to lead and implement all facets of Wildlife Rescue’s fund development activities and to ensure their effectiveness. This position will work to refine existing, and implement new, donor engagement strategies for current and prospective donors. This position will work closely and under the supervision of the Executive Director and the Founder/President to effectively communicate WRR’s mission and increase our member numbers and donations and their engagement with the organization.

Primary Position Duties and Responsibilities:
1. Donors & Annual Fund
   - Serve as the point of contact for day-to-day donor relationships including routine phone calls, donation processing, address and donation method updates, in-kind donation inquiries, etc. and manage donor-related communications.
   - Planning and preparation of annual appeals as well as newsletters, and related communications with members and the public. Serve as the point of contact for logistics with in-house and out-of-house contacts, including Watermark, CK Designs, and WRR staff.
   - Creation of annual fundraising strategy, including innovative ways of approaching existing and new donors with targeted appeals, promote planned giving, and manage WRR’s sustainer giving program.
   - Identify, plan, and implement the corresponding database tracking strategy, using RE capabilities to their fullest as needed.
   - Aid in the publication and dissemination of WRR’s post fundraising materials.

2. Grants
   - Grant proposal research and preparation, and monitoring of grants, reports, and foundation relationships.

3. Management/Administration
   - Serve as the point person in the coordination, managing and evaluation of fundraisers, presentations and donor engagement events;
   - Assist in the coordination of special events and staff events
• Record keeping of all development-related files, database, electronic and paper versions.
• Log, analyze and interpret data for past and future communications, mailings, special appeals and development reporting in the Raiser’s Edge donor database.
• Other duties as assigned such as cleaning

As with everyone at WRR, this person works flexibly with other staff to clean office areas, unload packages, assist with department projects, and discharge other responsibilities assigned by the Executive Director and Founder/President.

Qualifications:
• 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 preferred
• Professional writing experience preferred
• 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.

The successful candidate must embrace the mission and values of Wildlife Rescue & Rehabilitation, including our belief that all animals — rare or common, regardless of species — are deserving of care, attention, and respect. WRR culture requires staff to be comfortable with and empathize with animals (and people who rescue them) during stressful and emotional situations; use critical and independent thinking skills to connect with volunteers and donors who love and care about animals; and be able to multi-task and manage work load efficiently with limited supervision at times. This person understands that their work will often be edited by others and be open to constructive criticism within a collaborative work environment. An attitude of cooperation and teamwork is essential to success in this role.

Additional Essential Knowledge, Skills and Abilities:
1. Communication: Ability to communicate clearly and effectively via oral or written means. Ability to draft, review and produce well-written materials. Ability to make presentations.
2. Composure: Ability to remain calm and maintain self-control in the midst of difficult circumstances and emergencies. Ability to respond in a professional manner in all situations.
3. Decision-Making: Ability to set work priorities and to evaluate and create solutions to work related problems.
4. Organization: Ability to keep various on-going projects organized. Requires good time management practices and the ability to meet multiple deadlines.
5. Reporting Relationships: Accountable to the Executive Director and Founder/President.

Compensation: Salary is $45,000 - $55,000 annually, plus benefits (WRR will pay 55% of your monthly insurance premium). Candidates selected for interview will be requested to provide references. Position open until filled.
Persons interested in applying for this position should send a resume and cover letter to (email preferred):

Wildlife Rescue & Rehabilitation, Inc.
Attn: Executive Director
P.O. Box 369 Kendalia, TX 78027
Email: WRRapplication@wildlife-rescue.org
Phone: (830) 336-2725 x311 Fax: (830) 336-3733

WRR is an Equal Opportunity Employer.