



Donor Relationship & Engagement Associate

Full-time, exempt employee

Works Monday - Friday (*schedule may vary based on need*)

Summary

The Wolf Conservation Center (WCC) is a 501c3 non-profit environmental education organization working to protect and preserve wolves in North America. The WCC advances the survival of wolf populations by delivering science-based educational programming, conducting research, mobilizing public support for wolves, and participating in the federal recovery and release programs for two critically endangered wolf species - the Mexican gray wolf and red wolf.

The Donor Relationship & Engagement Associate furthers the Wolf Conservation Center's mission through strategic fundraising and donor development initiatives. As a key part of the Development team, the Donor Relationship & Engagement Associate is responsible for executing the WCC's donor relationship and engagement strategy. Key responsibilities include managing donor solicitation, cultivation, stewardship, and special event coordination.

Duties and Responsibilities

- Work with members of the Executive team to develop and implement cultivation, solicitation, and stewardship strategies to meet the annual fundraising goal and foster sustained philanthropic support from new and longstanding donors
- Assist with the creation of high impact development and marketing collateral
- Develop dynamic, visually appealing, and impactful solicitation and stewardship materials including direct mailings, donor recognition, reports, informational brochures, and decks
- Lead administrative and clerical activities in support of Capital Campaign and special events including acknowledgement letters, written appeals, campaign materials, and invitations
- Work with members of the Executive team to coordinate special event planning and execution
- Develop and manage in person cultivation events, engagements, and activities
- Ensure timely and accurate data entry of donor gift records, receipts, and acknowledgements in the Raiser's Edge database
- Utilize Raiser's Edge database to track donor activities, interactions, and interests to maintain excellent relations and create personalized and proactive communication
- Work with the Partnership Manager in support of corporate partnerships and sponsorships
- Ability to identify and track new prospects through referrals, research, and outreach



- Oversee and maintain third-party donor platforms
- Perform other duties as assigned

Education/Experience:

Bachelor's degree (B.A./B.S.) from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience.

Required Qualifications:

- Interest in advancing the mission, vision, and values of the Wolf Conservation Center
- Ability to work a flexible schedule as needed
- Meticulous attention to detail and able to operate with a high degree of professionalism
- Excellent time management, planning and organizational skills
- Ability to multi-task
- Excellent interpersonal and communication skills
- Ability to work well independently and as a team
- 3+ years professional experience in sales, marketing, development, or other related non-profit work
- A working knowledge of Microsoft Word, Excel, PowerPoint
- Experience with graphic design tools such as Canva
- Experience using fundraising software

Preferred Qualifications:

- 5+ years professional experience, 3+ years in fundraising
- Experience with Raiser's Edge donor database

Salary Range: \$58,500 – \$68,500

For consideration, please send your resume and cover letter to careers@nywolf.org

The Wolf Conservation Center values diversity and is an equal opportunity employer. Employment decisions are based on applicant qualifications, merit, and business need. Only those applicants under consideration will be contacted.