



### **Donor Relations Manager**

Full-time, exempt employee

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

*Primarily Remote (Must be within reasonable driving distance to South Salem, NY.)*

### **Summary**

The Wolf Conservation Center (WCC) is a 501c3 non-profit environmental education organization that advances the survival of wolves by inspiring a global community through education, advocacy, research and recovery.

The Donor Relations Manager furthers the Wolf Conservation Center's mission through strategic fundraising and donor development initiatives. As a key part of the Development team, the Donor Relations Manager is responsible for developing and executing the WCC's donor relationship and engagement strategy. Key responsibilities include managing donor solicitation, cultivation, stewardship, and communications. Additionally this role will provide oversight of special events and projects.

### **Duties and Responsibilities**

- Develop and implement donor, cultivation, solicitation, and stewardship strategies to meet the annual fundraising goal and foster sustained philanthropic support from new and longstanding donors
- Identify and track new prospects through referrals, research, and outreach
- Ensure timely and accurate data entry of donor gift records, receipts, and acknowledgments 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
- Responsible for administrative, clerical, and communication in support of all fundraising activities including acknowledgment letters, written appeals, campaign materials, and invitations
- Work with the Development Coordinator to oversee donor cultivation events, engagements, and activities
- Work with the Partnership Manager in support of corporate partnerships and sponsorships



- Oversee and maintain third-party donor platforms
- Develop dynamic, visually appealing, and impactful solicitation and stewardship materials including direct mailings, donor recognition, reports, informational brochures, and decks
- 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
- 3+ years professional experience in development, fundraising or other related non-profit work
- Prior experience with donor relationship and stewardship preferred
- Experience using fundraising software / Raiser's Edge donor database
- Excellent interpersonal and communication skills
- Experience with prospect research, donor outreach and events management
- 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
- Ability to work well independently and as a team
- A working knowledge of Microsoft Word, Excel, PowerPoint
- Experience with graphic design tools such as Canva

**Salary** - commensurate with experience

For consideration, please send your resume, cover letter and salary expectations to [careers@nywolf.org](mailto: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.*