



Position: Director of Development

Location: San Antonio & Kendalia, TX

Website: www.wildlife-rescue.org

Apply to: Submit cover letter and resume to WRRapplication@wildlife-rescue.org. Applications without cover letters will not be reviewed.

Job Type: Full-time, Monday through Friday (occasional evenings & weekends)

Compensation: 80,000-\$85,000 annually, plus benefits (WRR will pay 55% of your monthly insurance premium).

History: Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives approximately 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 (mammals, primates, reptiles and birds) and farmed animals. Wildlife Rescue is located on 212 acres in the Hill Country, southwest of Austin and northwest of San Antonio. The WRR Roger & Phyllis Sherman Animal Care Complex (SACC) is located in San Antonio.

Responsibilities: This position develops and implements an integrated, comprehensive fundraising program to maintain and expand philanthropic support of the organization, currently raising over \$2.8M annually in support of our mission. The ideal candidate will have demonstrable experience in the full donor lifecycle, including identification, cultivation, ask, and stewardship.

Strategy and Implementation

- Accountable for reaching department fundraising goals
- Identify and explore new potential revenue streams
- Track ongoing fundraising efforts for efficacy and adjust as needed to meet or exceed established goals
- Analyze annual fundraising efforts and use data to establish Annual Fundraising Plan
- Work with Founder/President and Executive Director to develop and manage moves management system for major gifts
- Develop innovative ways to engage with current donors

Donor Engagement and Support

- Identify and research potential new donors for all areas of WRR donor support
- Maintain annual grant calendar, including application development, submission, and reporting requirements
- Manage planning and execution on Annual Fund appeals, including personalized, segmented appeals to various donor groups
- Plan and execute special events to ensure appropriate ROI and costs to raise a dollar
- Develop and execute strategies for promoting Planned Giving opportunities to members
- Direct cultivation of Major Gifts prospects, including individuals and corporations.
- Plan and direct ongoing cultivation and stewardship of current Major Donors resulting in consistent and increased gifts, as well as inclusion of WRR in estate planning

- Evaluate existing special donor groups (e.g. Sustainers, Founder's Circle) to leverage opportunities, plan for any new groups (as appropriate), and ensure that all function effectively

Communications

- Plan and assist with design of both print and e-newsletters
- Plan, direct, and execute all external agency communications, including with media
- Manage website tasks, ensuring its optimal condition as a general information, public relations, education, and donor medium

Management

- Hire and supervise Development department staff

Qualifications:

- Education: Bachelor's degree or above, preferably in humanities or social sciences
- Experience: Seven or more years in direct fundraising work (e.g. Annual Fund, Major Gifts, etc)
- Advanced computer skills including Microsoft Office Suite, Adobe Creative Suite, and WordPress or other web publishing platforms
- Knowledgeable about animal and environmental protection issues

Additionally the Director of Development will:

- Work independently, often with little direction, to ensure fundraising goals are met
- Take ownership of own professional development, quickly getting up to speed on all relevant fundraising and animal and environmental protection issues as needed to excel in this role
- Maintain open, consistent, professional, and supportive communication with Executive Director, Founder/President, all WRR staff, volunteers, and donors
- Remain composed in the midst of difficult circumstances and emergencies and respond in a professional and timely manner in all situations
- Work evenings, weekends, and holidays as needed
- Perform other related duties as assigned

The Director of Development reports to the Executive Director and/or the Founder/President. Candidates selected to interview will be requested to provide references. Position open until filled.