

California Wildlife Center

Development Manager

Job Description

Job Title: Development Manager
Division: Administration
Reports To: Executive Director
FLSA Status: Full Time, Exempt
Prepared Date: September 2021

Summary: This position supports the Executive Director working on fundraising projects including research, clerical duties, mailings, events, fundraising programs, report writing, etc. This position is responsible for the monthly donations, thank you cards, online donation forms and reports, grant proposals, and grant reports. Responsible for the overall and daily administration of all donation processing functions. Maintains an accurate donor database and generates various reports. This position oversees the Administrative Assistant.

Essential Duties and Responsibilities include the following (other duties may be assigned):

- Responsible for overall maintenance and integrity of confidential donor information, queries, and reports in the database. Maintain current and accurate donor information in the database. Responsible for donor emails and associated lists.
- Identify foundations or other sources for potential funding and preparing grant proposals. Apply for grants and prepare resulting reports etc. Maintain relationships with existing grantors.
- Oversee the Conservation Circle member program including recruiting and soliciting new members, communicating with current members, planning membership events, leading member tours, and inviting qualified members to patient releases.
- Speak and present to donors, community groups, foundations, government officials, and members of the public.
- Cultivate partnerships with organizations and foundations.
- Plan and oversee fundraising events including soliciting sponsors and donors, working with vendors, marketing the events, and supervising ticket sales.
- Write articles for internal and external newsletters, mailings, and donor solicitations.

- Troubleshoot to resolve various problems as they arise
- Work effectively under pressure to deliver results in a fast-paced environment
- Work professionally with the public, volunteers and fellow co-workers
- Train and supervise Administrative Assistant and development volunteers.
- Responsible for in-kind gift acknowledgements.
- Maintain wish lists. Responsible for online donations and the relationship with online retailers. Maintaining our website and Amazon wish lists
- Responsible for maintaining/creating online donation forms and adjusting when needed. Process online donations and reports.
- Prepare various Development reports.
- Ensure donations are entered accurately in database and thank you letters are generated.
- Maintain good donor relations and document all interactions.
- Responsible for monthly giving program for in-house and online donations, including processing, troubleshooting, and contacting donors when updated information is needed.
- Responsible for matching gift program in the development database, including gathering employer/matching company information and reports, processing the associated checks, confirming gifts, entering matching pledges, documenting, contacting matching companies when needed (e.g. for matching factor, missing matches, missing initial donations), thanking donors, etc.
- Compile articles for the quarterly donor newsletter and work with graphic designer and printer on production and mailings.
- Produce annual report.

Supervisory Responsibilities

The Manager directly supervises the Administrative Assistant and indirectly supervises Development and Event volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring. Training employees and volunteers; planning,

assigning, and directing work; appraising performance; rewarding and disciplining employees and volunteers; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Detail oriented and accurate in the execution of job responsibilities.
- Ability to exercise individual initiative and work with limited supervision.
- Ability to develop strong, positive working relationships.
- Possess strong interpersonal skills, collaborative team player abilities, and a sense of humor.
- Experienced and professional, including exhibiting discretion and confidentiality when dealing with the public.
- Possess a friendly, positive, upbeat attitude and ability to portray a positive persona with the public and be a positive representative of the organization.
- Must be able to work quickly, efficiently and calmly under stressful conditions.
- Superior organizational and time management skills.
- Proven ability to manage multiple priorities with competing deadlines, outstanding attention to detail and follow-through.
- Excellent communications skills (written and verbal), with the ability to effectively present information in one-on-one, small and large group situations to customers, clients, and other employees of the organization.
- Highly proficient in using Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook) and preferably Raiser's Edge/ Blackbaud software.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate ratio and percentages.
- Ability to travel and work evenings and weekends, when needed.
- Ability to articulate the importance of the accurate rescue, release and rehabilitation of California Wildlife.
- Upon offer, must successfully pass a background check.
- Must follow all safety protocols and procedures.
- Must have a valid CA driver license and a satisfactory driving record to be insured by the organization's insurance company.

Education and/or Experience:

High School Education or equivalent required. Bachelor's Degree strongly preferred. Minimum of two years of nonprofit fundraising or development preferred. Experience working in a wildlife rehabilitation facility, zoo or sanctuary preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The majority of work performed will be in a team-based, open floor work environment. The noise level in the work environment is usually moderate.

To Apply:

Candidates should email their cover letter and resume to jennifer@cawildlife.org. If the applicant has no previous professional experience working with animals, they should include why they have a specific interest in working at California Wildlife Center.

Salary:

Dependent upon experience, range \$58,000 to \$65,000

EOE/M/F/D/V/SO