



DONOR RELATIONS MANAGER

Full Time

Salary Range: \$58,240 to \$72,000 depending on experience

JOB DESCRIPTION

About Us: Wilderness Youth Project (WYP), founded in 1999, nurtures smarter, healthier and happier children who feel a sustained connection to nature and are peaceful, self-aware community members. WYP connects kids to nature in small groups guided by expert mentors during the school day, after school and in summer. We know that all children need nature: not just the ones whose families have privilege and easy access to nature and not only those of a certain race or economic class or culture or gender or sexual identity or language or set of abilities.

About this job: \$1.8M of WYP's \$2.2M in annual revenue comes from donations from 700 individuals, families and foundations. Reporting to the Development Director and supported by the Donor Services Assistant, this donor-focused role is at the center of securing WYP's ability to deliver our essential mission.

Primary Duties

- Senior level position/ Leads all donor engagement for WYP
- Practice relationship-based fundraising
- Personalize donor journeys
- Participate vigorously in our learning culture
- Partner with Development Director to plan and monitor annual fundraising calendar
- Embody WYP's core value of gratitude leading donor appreciation
- Collaborate with Development Director & Digital Media Coordinator on annual communications plan

Desired Qualifications or Experience

- Bilingual English and Spanish
- Committed to personal and professional growth
- Team focus
- Love of learning
- Salesforce Administration
- Basic graphics editing, experience with Adobe Creative Suite/ Canva or similar

MINIMUM REQUIREMENTS

- Passion for justice, equity, diversity, inclusion, education and nature
- 3+ years in nonprofit donor relations (or equivalent)
- Experience working with Salesforce or similar fundraising database programs
- Extremely strong written and verbal communication skills
- Skilled with Google Drive, Sheets, ++
- Ability to work evenings and weekends as needed

BENEFITS

Compensation determined depending on experience. WYP offers a benefits package for our full time employees:

- Paid vacation and sick time
- \$400 a month stipend
- Free WYP programs for staff children
- Generous staff training opportunities
- 403b retirement plan
- A commitment to work-life balance and fun, self-driven working environment

How to Apply: Applicants should first carefully review the minimum and desired qualifications and the Wilderness Youth Project website. After that, please submit the following: 1) Cover letter that addresses the alignment of your experience and interests with the position as outlined above and the Wilderness Youth Project mission, 2) Resume, 3) a list of 3-5 references. Submit applications via e-mail in the pdf file format to Michelle Howard at DRjob@wyp.org. Initial correspondence via e-mail is preferred. We will begin reviewing applications in February and will continue reviewing applications until the position is filled. We will inform you of timelines and next steps within 2 weeks of receiving your application.

WYP is committed to granting [equal employment opportunity](#) to all qualified persons. Affirmative action considerations will be used in the selection process.