

## **Job Description for Wind River Raptors Development Manager**

Wind River Raptors is seeking a Development Manager to build our fundraising program from scratch. We are a new 501(c)(3) that provides the opportunity for an energetic, self-starting, organized individual to make a significant contribution to our organization and raptor rehab around the world. This is a great opportunity for a development professional to take the next step in his or her career, or for an experienced person looking for that perfect job in the beautiful Wind River Mountains in Wyoming. Wind River Raptors is dedicated to the rescue and rehabilitation of birds of prey; education of individuals and groups as to the importance of raptors in our environment; learning new ways to better rehabilitate birds of prey and sharing those ideas with rehabilitators around the world; and conservation of the habitats of birds of prey.

### **Position Summary**

The Development Manager oversees fundraising volunteers; cultivates and provides stewardship of donors; seeks donations from corporate, organization, and individual solicitations; generates funds through campaigns, special events, and targeted efforts; maintains good relationships with donors and potential donors; provides administrative functions; and is responsible for donor research, data entry and information tracking. The Development Manager works directly with the Executive Director and Board of Directors to create and carry out the development plan for Wind River Raptors.

### **Principal Duties and Responsibilities**

#### ***Donor Services -70%***

Under the oversight of the Executive Director and Board of Directors, the Development Manager will:

- Actively plan and participate in creating and implementing annual fundraising campaigns and the overall fundraising strategy
- Actively solicit donations from individuals, corporations, and funding organizations
- Create direct mail or email fundraising campaigns
- Assist in research, writing, and editing grant proposals
- Work as the fundraising project manager in consultation with the Executive Director and Board of Directors for all fundraising appeals and events, including timelines, mailing lists, and emailing lists for electronic or print materials
- Be responsible for all aspects of the donor database, including: inputting new donor information; making updates to the database; managing thank you calls, letters, and receipts; and creating reports requested by the Executive Director or Board members
- Create and/or implement donor follow-up correspondence, pledge reminders, and thank you notes
- Create and coordinate development events
- Create and coordinate donor recognition
- Maintain contact with community and corporate leaders, and residents, to seek financial support and provide information about Wind River Raptors

- Coordinate fundraising volunteers
- Serve as the fundraising point of contact for the public, other organizations, and corporations, including front of house work;, responding to emails, phone calls and web inquiries; and other donor services

### ***Bookkeeping Support- 20%***

- Assists Executive Director in accounts payable and receivable bookkeeping duties in coordination with Treasurer of Wind River Raptors
- Processes and logs all gifts/contributions of any kind to Wind River Raptors from our website, individual or corporate donors, organizations, and events
- Generates a monthly donor report for the Executive Director and Board
- Works with Executive Director and Treasurer to ensure all event expenditures are pre-approved, recorded, and verified

### ***Administrative- 10%***

- General office management, including filing and ordering supplies
- Organizing and attending donor meetings
- Being on call for donor meetings as requested by the Executive Director or Board members
- Assist in maintaining organization's website and social media
- Other duties as assigned by the Executive Director or Board
- Manage a development intern in the future

### **Qualifications**

- BA Degree or equivalent work experience
- Minimum two years of professional work experience in a non-profit fundraising environment or equivalent experience
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office applications
- Experience with managing a donor database
- Strong organizational and analytical skills
- Demonstrated ability to maintain a high degree of accuracy and confidentiality with financial- and donor-related data
- Excellent project management skills
- Ability to lift 25 pounds
- Valid driver's license and transportation
- An interest in raptors, animals and/or the environment is preferred
- Positive attitude and motivated team player is a must

### **Job Type: Full-time**

### **Required education**

- Bachelor's Degree

### **Required experience**

- Two years of Professional Development or an equivalent