



Job Title: Donor Relations Manager
Employer: WILD Foundation; Boulder, CO
Posting Date: August 11, 2017
Closing Date: August 20, 2017

ABOUT THE WILD FOUNDATION: The WILD Foundation is driving the leading edge of international wilderness conservation to protect nature at the scale she needs to continue to function for the benefit of all life on Earth. By building leadership capacity for decisions that improve the relationship between society and nature, WILD makes possible large-scale, collective impact for the benefit of people, wildlife, and wild places.

POSITION OVERVIEW: We are seeking a new team member to work collaboratively as a Donor Relations Manager with other talented and motivated staff and assist important work that is keeping Earth wild. The ideal candidate works autonomously, owns and solves problems, is team and mission focused, and thrives in a dynamic work environment.

ATTRIBUTES:

- Detail-oriented
- Team player
- Motivated to create positive change for the environment
- Dedicated to professional excellence
- Proud of professional accomplishments
- Appreciates and applies liberal doses of elbow grease in combination with analytical problem-solving
- A gratitude specialist

AREAS OF RESPONSIBILITY:

- Assist in the implementation of donor communication and engagement.
- Manage the donor experience and donation process from acknowledgement to ask.
- Coordinate special recognition of donors.
- Coordinating and overseeing donor moves management.
- Coordinate email, mail, phone, annual report, and donor engagement campaigns.
- Develop reports for donor and donation tracking.
- Performs other duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- 3+ years experience in Salesforce, preferably with the Nonprofit Starter Pack and knowledge of Lightning Experience, and the ability to create informative reports upon request
- Excellence in Data Entry thru to designing workflows.
- Professionally organized with ability to make practical adjustments to workflow
- Bachelor's degree, preferably in business, nonprofit management, or marketing.
- Minimum of 2 years experience in fundraising and development.
- Excellent proficiency of basic computer systems (Microsoft Office and Google Docs/Sheets)



COMPENSATION/BENEFITS:

Salary: Commensurate with market rates for nonprofits of similar size and the applicant's qualifications. \$36,000-\$43,000 annually.

Benefits: WILD offers a 401k package, plus dental and vision plans. Paid vacation and holidays.

Work environment: Inviting office located near Boulder's foothills. No cubicles or fluorescent lights!

TO APPLY:

Applications should be received no later than August 20, 2017. However, we will continue to entertain applications until the position is filled.

Via email, please submit your cover letter (include the two professional accomplishments you are most proud of), resume, and three professional references.

Send your email to: info@wild.org

With the subject line: "Your Name": Donor Relations Manager Application

*****No inquiry calls, please!*****