



**Director of Development
Job Announcement**
December 1, 2015

THE OPPORTUNITY

WildCare is seeking an experienced Director of Development (DOD) who will be committed to its mission and support the Executive Director and Board to advance the organization to the next level.

WildCare advocates for wildlife for a sustainable world and carries out this mission by providing programs that help people live well with wildlife. Centered around a wildlife hospital, every year WildCare treats approximately 4,000 animal patients and engages 40,000 Bay Area children and adults in its educational programs. WildCare advocates on national, state and regional levels, and provides hands-on solutions for those dealing with problematic interactions with wildlife.

With roots in organizations dating back to the 1950s, WildCare has evolved from a “Junior Museum” to a multifaceted organization that seeks to foster a transformative community that values nature and works hard to protect our shared environment. Now at a crossroad, WildCare is in the midst of a \$10 million capital campaign to construct a new home where its mission of living well with wildlife can flourish long into the future.

POSITION SUMMARY

The Director of Development is part of WildCare’s senior team reporting to the Executive Director (ED). In partnership with the ED, Board of Directors and a small Development team, the Director of Development will be directly responsible for continuing to advance comprehensive fundraising strategies. The Director of Development will lead fund development efforts designed to increase the base of contributed income beyond FY2015 goals of \$2.7 million.

The Director of Development will research and target strategic giving opportunities, including planned giving for donors who are inspired by the WildCare mission and engaged in supporting the organization. In partnership with the ED and Board, the Director of Development will plan, cultivate, solicit and steward existing and prospective donors to increase the number and level of gifts from individuals, from major donors and income from foundations and corporations.

The DOD will capitalize on the opportunity of WildCare’s new facility and capital campaign, and, motivating an energetic and resourceful team, build WildCare’s fundraising capacity to ensure successful achievement of contributed income goals.

RESPONSIBILITIES

In collaboration with the ED and supervising a small Development team –

- Create and execute a comprehensive strategic fund development plan designed to increase annual contributed income, including gifts from individuals, direct mail and online appeals, grants, sponsorships, major donor programs, planned giving, and special events.
- Expand WildCare’s donor base, cultivating and advancing donors and obtaining gift commitments, and managing a comprehensive stewardship program to guarantee timely donor appreciation.
- Build and maintain relationships with major donors: manage a portfolio of existing and prospective donors; create cultivation, solicitation and stewardship strategies, and engage key staff and Board as appropriate in each donor relationship. Coordinate meetings for the ED, who will also be a primary contact for major donors.

- Plan and implement strategies that support continued progress and achievement of current \$10 million capital campaign.
- Work with Annual Fund Manager to write and manage annual appeals and online solicitations. Ensure timely production and fulfillment of appeals, including list segmentation, design, printing, mail production, content up-loads, etc. Engage and provide direction to vendors such as graphic designers, printers, mail house, and webmaster as necessary.
- Oversee the development and execution of current annual and new fundraising and stewardship events such as WildCare's Annual Fall Gala, Dining for Wildlife, and the Terwilliger Environmental Award.
- Coordinate with Communications Director for fund development electronic and print communications; these include regular newsletters, social media networking, event announcements, etc., and surveys to measure and evaluate the impact and outcomes of fundraising efforts.
- Build a culture for philanthropy, internally and externally, that will attract staff, Board members and donors to the organization and inspire excellence in donor relations and fundraising.
- Engage and support members of the Board in fundraising activities. Provide Board members with the tools, knowledge and personal interaction to become active partners in achieving development goals.
- Manage and motivate a small team to successfully achieve fundraising goals. Oversee daily operations of development inspiring ownership and accountability for all involved.
- Supervise regularly administration of the donor database to ensure high integrity of data collection, accuracy of information, gift entry, donor activity, issuance of gift acknowledgments, and reports that inform and prioritize fundraising activities and solicitations.
- Regularly evaluate internal systems, policies and procedures for efficiency and effectiveness. Ensure compliance with all relevant policies and regulations set forth by the IRS, Board and ED.

QUALIFICATIONS

- Proven experience executing comprehensive strategic fund development plans for nonprofit organizations; demonstrated success in a variety of fundraising activities and in achieving goals. Experience raising funds for animal/environmental welfare organizations preferred.
- A positive record in soliciting major gifts from individuals, and in qualifying for grants and sponsorships through government sources, foundations and corporations.
- Effective written and oral communication skills, including the ability to develop and articulate compelling case statements, grant proposals, and other key fundraising communications that further WildCare's abilities to achieve its mission.
- A successful background as a member of a leadership team, and the ability to relate effectively and develop positive relationships with a broad range of organizational stakeholders, including Board, donors, staff, volunteers, etc.; skill in working harmoniously with many personalities.
- Strong nonprofit financial acumen; ability to create and effectively track and report on an annual department budget, and to accurately monitor, report and evaluate restricted and unrestricted gifts and grant monies.

- Current knowledge of legal and tax issues applicable to a wide variety of fundraising practices available to individual and corporate donors. Knowledge of principles, procedures, ethics, regulations, and standards as applied to fundraising.
- A strategic thinker with the ability to plan ahead while also effectively managing operational details and executing daily fundraising and management duties successfully in a fast-paced environment.
- A proactive communicator, collaborator, and problem-solver with an orientation toward goal attainment and leadership.
- Demonstrated proficiency with Microsoft Office Suite; experience with Filemaker Pro, Convio, RaisersEdge, Luminare, WealthEngine, and/or other fundraising software and database management systems; ability to effectively use database for donor research and analysis.
- Personal passion for working with organizations during times of transformation and for the mission and values of WildCare.
- Unquestioned integrity, professional demeanor and authenticity in building relationships with, and inspiring best effort from Board, staff, donors, and partners.
- Knowledge of Bay Area communities preferred. Willingness to travel on occasion within the greater Bay Area. Able to work nights and weekends as needed.
- Bachelor's degree required; Master's degree preferred (or equivalent years of direct experience in fund development); at least 5 years of fundraising experience in a management-level position.
- Capital campaign experience preferred.

SALARY AND BENEFITS

Salary will be commensurate with experience. This is a full-time, salaried position.

Benefits include Medical, Dental and Long-term Disability Insurance. WildCare offers a 401K retirement plan and paid time off.

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This Search is being conducted by the Center for Volunteer & Nonprofit Leadership. **To be considered as an applicant, please:**

- E-mail PDF of resume and cover letter in confidence to: cvnlsearch@cvnl.org. Applications without a cover letter will not be considered.
- Include in the Subject: "WildCare Director of Development Search"
Please note in your cover letter where you found this posting.

WildCare is an equal opportunity employer and makes employment decisions on the basis of qualifications. The organization policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

Submission of your application is not an offer of employment or an employment contract.