

Shy Wolf Sanctuary Education and Experience Center

Fundraising Manager Job Description (Full-time)

Organization Summary

Shy Wolf Sanctuary is a home to captive bred wolves and other exotic animals. Animals come to us from shelters, private surrender, and seizure by authorities due to negligence. Our mission is to heal hearts and minds through rescue, sanctuary, and education.

Position Purpose

The fundraising manager is responsible for the creation of the SWS annual fundraising plan and coordinates all fundraising efforts around that plan.

Reports to:

Executive Director

Major Functions

- Develops and executes Shy Wolf's annual fundraising plan
- Creates and maintains relationships with current and potential donors
- Secures financial support from individuals and corporations
- Works cooperatively with volunteers and staff responsible for data entry, gift processing and timely donor acknowledgment
- Creates and executes a strategy for a base of annual individual donors
- Interfaces with communications consultant to ensure coordination of fundraising to communications efforts
- Makes presentations to civic groups on behalf of organization
- Assists the Executive Director in identifying and cultivating capital campaign prospects
- Oversees organization of special events, whether for annual or capital campaign support

Skills and Experience Needed

- Project Management
- Knowledge of fundraising best practices
- Knowledge of Donor Perfect or similar donor management systems
- BA required, Masters is a plus
- 3-plus years of experience in development
- Demonstrated success in organizational, managerial, and communication skills
- Public speaking
- Computer literacy

Personal Attributes

- Ability to interact with individuals with varying backgrounds
- High degree of diplomacy
- Leadership qualities
- Ability to multi-task
- Reliable transportation and a valid driver's license
- Ability to work occasional nights and weekends

Shy Wolf Sanctuary Education and Experience Center is an Equal Opportunity Employer. Qualified candidates of all backgrounds are welcome to apply. Please send cover letter and resume to talent@munshinegroup.com.

Salary range: \$60,000 - \$70,000