

POSITION ANNOUNCEMENT
Major Gifts Manager

The National Wildlife Refuge Association (NWRA) seeks to substantially enhance its individual fundraising success by hiring a Major Gifts Manager to be based at its Washington, DC headquarters. This position is focused primarily on managing the NWRA's major gifts program with an emphasis on donor tracking, prospect and list management, event organizing, as well as substantial writing content for fundraising and outreach purposes. The Development Manager reports to the President and will work closely with the board of directors in cultivating donors.

Duties:

- Provide leadership in developing an ambitious major gifts program
- Develop systems to ensure comprehensive and efficient completion of tasks in a fast moving environment
- Research donor prospects for a variety of program areas
- Track donor contributions and ensure timely follow-up
- Prepare President, members of the board and staff for prospect visits and special events
- Deliver on mutually-established fundraising goals and objectives
- Draft written fundraising and outreach materials for special events, cultivation materials and annual appeals
- Contribute content for monthly newsletter
- Create database structure and management

This is an outstanding opportunity for a confident and well-organized development professional who enjoys working with people, but also has an interest in wildlife conservation.

Qualifications

- Must have a unique combination of strategic planning and process skills to ensure successful fundraising plan implementation
- Ability to plan and work to deadlines and organize others to do the same
- Curiosity and interest in wildlife conservation, environmental policy and environmental education issues
- Clear, concise and compelling writer
- Outgoing personality and confidence working with successful professionals and high net-worth individuals
- Familiarity with fundraising databases such as Raiser's Edge, Convio, etc.
- Flexible attitude, good sense of humor, and great communication skills

Requirements

- Bachelor's Degree or demonstrated applicable experience and accomplishment
- Prefer 5+ years in the environmental nonprofit sector, in a nonprofit fundraising position, or comparable background

Salary range: Starting in low-\$60's

Please reply by email to nwrajobs@refugeassociation.org with cover letter and resume by August 5, 2011.