



Position: Senior Donor Relations Officer

Location: San Antonio & Kendalia, TX, 5 days a week

Website: www.wildlife-rescue.org

Apply to: wrrapplication@wildlife-rescue.org

Job Type: Full-time, Monday through Friday (occasional evenings & weekends)

History: Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives approximately 10,000 wild animals per year for rehabilitation and release as well as providing permanent sanctuary for more than 600 resident non-releasable indigenous wildlife, non-native wildlife (mammals, primates, reptiles and birds) and farmed animals. Wildlife Rescue is located on 212 acres in the Hill Country, southwest of Austin and northwest of San Antonio.

Responsibilities: Wildlife Rescue and Rehabilitation is seeking a Senior Donor Relations Officer to strategically manage and build our leadership giving and planned giving programs. This seasoned fundraising professional will manage a robust portfolio of mid-level, major, and planned giving donors and prospects. Through personalized engagement - including meetings, phone calls, and written communication - they will qualify, cultivate, solicit, and steward donors for deeper involvement with our mission.

This donor-centered position is ideal for someone who is passionate about animal protection, energized by building meaningful relationships, and skilled at helping donors understand the impact of their giving. The Senior Donor Relations Officer will play an essential role in strengthening our community of support for wild animals in need.

The Senior Donor Relations Officer reports to the Director of Development and is accountable to the Executive Director and Founder/President .

Key Responsibilities:

- Manage and build a portfolio of approximately 300 mid-level, major, and planned giving donors and prospects, with individualized cultivation and solicitation strategies.
- Personally engage donors through face-to-face visits, phone calls, virtual meetings, events, and personalized communications.
- Solicit major and planned gifts ensuring a personalized approach aligned with donor interests.
- Create compelling reports, proposals, and donor-facing materials that reflect the depth and breadth of our wildlife protection work.
- Lead fundraising and communications strategy for the Founder's Circle, including:
 - Developing a cohesive communications plan
 - Creating branded updates and appeals
 - Promoting targeted invitations and other acquisition strategies
 - Ensuring new and prospective members are welcomed and assigned to a team member
- Identify and implement strategies to increase non-cash gifts (e.g., stocks, Qualified Charitable Distributions).

- Stay current on trends and best practices in major and planned giving.
- Maintain timely and accurate records of all donor interactions in Raiser's Edge.
- Ensure prompt and appropriate donor acknowledgements.
- Collaborate with senior leadership on strategic donor engagement initiatives.
- Perform other duties as assigned by the Director of Development, Executive Director, or Founder/President

Requirements:

- Bachelor's degree in a related field or equivalent professional experience.
- Minimum of five years' experience in nonprofit fundraising, with a successful track record in donor relationship management and revenue growth.
- Excellent verbal and written communication skills, with the ability to inspire and engage a wide range of supporters.
- Proven success in soliciting and closing major gifts and building long-term donor relationships.
- Genuine curiosity about people and an ability to connect donors' interests with mission impact.
- Proficiency in Microsoft Office Suite; strong Excel skills and comfort working with large datasets.
- Experience with donor CRM systems. Raiser's Edge preferred.
- Excellent project management, critical thinking, and analytical skills.
- Self-starter with the ability to work independently, while also being a collaborative team player.
- A deep passion for protecting wildlife and sharing their stories with supporters.

Compensation: \$85,000 annually, plus benefits (WRR will pay 55% of your monthly insurance premium).

Candidates selected to interview will be required to provide references. **Persons interested in applying for this position should send a cover letter & resume to: wrrapplication@wildlife-rescue.org**

WRR is an Equal Opportunity Employer.