



Lions Tigers & Bears
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Job Posting Brief
Development and Donor Relations Manager

Reports To: Director/Founder
Status: Exempt Fulltime
Salary Range: Commensurate with Experience

Our Company:

Lions Tigers & Bears (LTB) is dedicated to providing a safe haven for unwanted, abused exotic animals and educating the public about the abuses of the exotic animal trade. LTB offers a wide range of programs and services including captive exotic and wildlife rescue, providing lifetime homes to rescued animals, educating the public about the abuses of captive exotic animals being used for entertainment/amusement, canned hunts, the sale of body parts, and advocating for the regulation of private ownership of exotics. We are a sanctuary that allows the animals in our care to live out the remainder of their lives with dignity in a caring and safe environment.

Lions Tigers & Bears is located on 152 pristine acres where you will have the unique opportunity to be greeted in the morning by a lion's roar. The sanctuary is one of few highly accredited and licensed sanctuaries in the United States where you will engage, observe and ensure the care of large cats, bears and exotic rescued animals. In this position, you will contribute and collaborate with a team of dedicated people who are passionate about animal welfare and education regarding wildlife trafficking. Our culture sets us apart and influences our dedication to bring previously captive and abused exotic animals from rags to riches.

The Opportunity:

Lions Tigers & Bears is seeking qualified candidates for the position of Development and Donor Relations Manager (DDM). This position reports to the Founder/Director and is responsible for leading the fundraising activities of the organization and supervising all development office activities. The DDM will suggest improvements or additions to services or processes, including establishing expectations, goals and developing new opportunities for growth. In addition,

facilitate the implementation of strategic projects and initiatives, provide oversight and support across disciplines (development, grants, outreach, membership, customer service, and marketing/communications).

Fundraising

- Creates new and innovative plans and evaluates each fundraising activity to ensure a strong return on investment in staff time and cost of production. Prepares income and expense budgets for each activity to present to the Director/Founder along with recommendations as needed.
- Refines fundraising plans to adopt strategies and campaigns that reflect the ideals of LTB.
- Manages the organization's grants program, researching and following-up potential funding opportunities, draft grant proposals, take responsibility for reporting on the use of grant funds and keep the grant tracker worksheet up to date.
- Provides weekly and monthly update reports to the Director/Founder on fundraising successes and goal achievement.
- Stays current with non-profit fundraising best practices and develops a good working knowledge of LTB's development and gift processing policies and procedures.
- Become competent in utilizing LTB development software programs and analysis tools to manage budget and maximize fundraising income.

Supervisory Responsibilities:

- Hire, train and supervise staff members. Work with staff to develop mutually agreed-upon goals and objectives, holds staff members accountable, identifies and suggests ways to develop skills, monitors workflow, and provides periodic evaluations.
- Personally attend all special events as the key staff member overseeing the event.
- Ensure that LTB's website is accurate with up-to-date information.
- Coordinate with any outside contractors for social media, fundraising/grant writing, website maintenance, and others as assigned.
- Work closely with Volunteer Coordinator, LTB staff and volunteers to ensure that volunteers are being recruited as needed for all events, trained, properly managed, and are recognized and appreciated for their important contributions.

Qualifications:

- Bachelor's degree, or a combination of relevant education and experience (e.g., Nonprofit Management, Business Administration).
- 3-5 years of fundraising experience with non-profit organization(s). Preference will be given to candidates whose experience is generalized and have touched all or most areas of professional development work.
- 3+ years of supervisory experience preferred.

- High computer literacy a must; must be proficient in MS Word, Excel, PowerPoint, Windows and databases.
- Knowledge of DonorPerfect (a plus), fundraising software and donor management systems.
- Strong leadership skills with the ability to mentor and develop team members. Excellent interpersonal, written and verbal communication skills.
- Results orientated mindset with a track record of meeting or exceeding fundraising targets.
- High degree of sensitivity to confidential information, accuracy and attention to detail is essential.
- Valid CA Driver's License with a clean driving record required.

Work Environment:

Lions Tigers & Bears is an outdoor animal sanctuary in Alpine, CA. The person in this role is expected to walk throughout the property to interact with staff and work events. The person in this role will be exposed to diverse weather conditions and rugged terrain. Administratively, the position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and the office is home to two domestic cats.

Position Status:

This is a full-time exempt position. This position will include weekends and some evenings will be required.

EEO Statement:

Lions Tigers & Bears provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, disability, genetics, national origin, pregnancy, race, color, religion, sex or sexual orientation. In addition to federal law requirements, Lions Tigers & Bears complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.