



Position: Development Manager

Who We Are

Wildlands League is one of Canada's pre-eminent conservation organizations. We are strategists and policy experts standing up for nature. Our goal is to make sure at least half of the country is protected forever. Our work is also designed to help address the intersection of climate change and the loss of nature, recognizing the overlapping nature of these existential threats to all life on the planet.

Why you'll love working at Wildlands League:

- Our workplace is enriched by our people and therefore Wildlands League embraces diversity in our organization;
- Hybrid opportunity in Toronto requiring Two (2) days in office; and
- Four (4) day, 32-hour work weeks.

The Development Manager is a pivotal role that is responsible for managing individual donors, fostering relationships and enhancing donor engagement by acting as the interface and representative of the organization.

This is a temporary contract role, that combines elements of administration, marketing and project management.

Under the supervision of the Executive Director, the duties and responsibilities of the Development Manager include, but are not limited to, the following:

Donor Relations and Stewardship

- Facilitates donor stewardship efforts, including acknowledgements, printed material inventory, prep materials for donor meetings;
- Ensures that database reporting is well managed;
- Manages and cultivates relationships with individual donors, responding to inquiries and requests promptly;
- Serves as the primary point of contact and representative of Wildlands League to individual donors, ensuring a positive and engaging interaction;
- Conducts phone calls to thank donors for gifts and to maintain strong relationships;
- Utilizes Salesforce to manage donor data, interactions and notes; and
- Produces and analyzes reports on donor engagement and performance to optimize strategies.



Administration and Project Management

- Proactively disseminates information to the appropriate contacts within the organization in a timely manner;
- Coordinates with the Executive Director on donor calls, providing all necessary details and updates;
- Organizes and tracks donor information, ensuring timely and accurate data management;
- Prepares and disseminates regular updates to the Executive Director, Staff and Board Members; and
- Assists with final reports for grants and other writing needs by preparing new content or repackaging and optimizing existing content where necessary to enhance outreach and engagement.

Marketing and Outreach

- Collaborates with the Wildlands Outreach Specialists on marketing and digital tasks; and
- Contacts various media outlets to gather information on promotion rates for events, compiling resources for decision-making and creating media packages.

The successful candidate will possess the following qualifications:

- High School Diploma or equivalent, Fundraising Certification is desirable, Bachelor's Degree is an asset;
- Experience in donor relation and fundraising or person-centered stewardship is essential;
- Highly organized with the ability to work with a high degree of independence, and juggle various projects at once, while maintaining a clear view of how each project supports the organization's mission;
- Proficient in email communication and data analysis;
- Strong communication skills, both verbal and written, with a friendly and professional demeanor;
- Ability to handle phone communications, with demonstrated experience building and maintaining professional relationships with donors and stakeholders;
- Proficiency in MS Office, Salesforce or other CRM systems is required; and

The position offers a competitive employment package and compensation commensurate with experience in a friendly and collaborative work environment.

Kindly forward your resume and with cover letter via email to recruitment@e2rsolutions.com by Monday, May 13, 11:59pm ET.

Wildlands League welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

For more information, check us out online at <https://wildlandsleague.org/>

