



The Wildlife Rescue Association of BC is located on the ancestral and unceded homelands of the hən̓q̓əmi̓nəm̓ and Skwxwú7mesh speaking peoples. We are grateful for the opportunity to be on this beautiful, shared territory.

Let your career SOAR with Wildlife Rescue!

Are you interested in being part of a PURPOSE-DRIVEN team with a passion for animals?
Do you want to join a fast-growing organization making a big impact in BC?

We are looking for a **Donor Stewardship Specialist** to join our Advancement Team.

In this dynamic role, you are encouraged to bring your energetic self to work every day, where you can significantly contribute to the lives of British Columbia's wildlife.

Wildlife Rescue values work-life balance;

We provide numerous values-driven perks and benefits to support our employees in being their best selves both in and out of the workplace.

Position Profile

The Donor Stewardship Specialist is a full-time, permanent position requiring 40 hours per week. You will be a strategic member of a talented team that enhances a broad spectrum of stewardship within our growing donor community. Key responsibilities include overseeing the development of individual donor relationships at Wildlife Rescue by further promoting all levels of donor gifts. This role emphasizes nurturing the alignment of values between the donor and Wildlife Rescue and identifying ways for donors to engage in advancing the mission.

Wage

\$58,240 to \$62,400 annually, depending on experience and expertise.

Who YOU are

You embrace every opportunity to share new ideas and innovative approaches for a charity guided by our Mission, Vision, and Values, which we embody each day.

You possess at least three to five years of diverse experience in developing comprehensive gift planning strategies to enhance individual donor relationships. Additionally, you have significant experience with donor CRMs, preferably with extensive knowledge of Salesforce donor data systems.

Who WE are

Founded in 1979, the Wildlife Rescue Association of BC is a leader in rehabilitating wild animals and is committed to educating the public on coexisting peacefully with wildlife. Based in Burnaby, BC, we are

the busiest wildlife rehabilitation center in western Canada, admitting over 5,000 animal patients each year.

Employee Benefits and Perks

- Funding for professional development and career growth opportunities
- Starts with three weeks of paid vacation
- A competitive, extended medical and dental benefits plan, which includes:
 - Teladoc medical services
 - Employee Life insurance
 - Travel protection outside of Canada
 - Access to a variety of paramedical health services, including counselling, chiropractors, massage therapists and more

Who makes up our ADVANCEMENT team?

The Advancement program features a multidisciplinary team that includes Marketing, Communications, and Fundraising initiatives. We collaborate closely with other departments, all staff, and numerous volunteers to deliver the highest level of donor and public engagement.

Highlight of Key Responsibilities

- Assume a leadership role to develop, implement, and coordinate a comprehensive donor stewardship program focused on a complete spectrum of individual donor growth, including:
 - Monthly giving
 - Major gifts
 - Gift planning
 - Advisor directed funds
 - Third-party gifts
- Cultivate relationships to enhance donor engagement across all Advancement team activities.
- Supervise initiatives focused on nurturing individual donor relationships, enhancing relationship growth, and ensuring donor satisfaction.
- Collaborate closely with the marketing and communications team to create strategic communications that align with planned activities for donor engagement, expansion, and appreciation.
- Organize and execute events related to donor stewardship.
- Maintain detailed donor records, track communications, and document activities in Wildlife Rescue's donor CRM.
- Develop processes to track program initiatives and KPIs for presentation to the Executive team, Board of Directors, Membership, and other stakeholders.
- Contribute to the identification, exploration, and application of initiatives and programs that fulfill the organization's mission.

Key Qualifications & Experience

- Three to five years of experience in fundraising for a charity, with a focus on donor stewardship and acquisition.
- Experience in coordinating relationships with high-value donors, managing donor-advised funds, and overseeing monthly giving programs is an invaluable asset.
- Demonstrated exceptional interpersonal skills through a proven ability to foster meaningful relationships with all stakeholders.

- Exceptional organizational and time management skills, coupled with keen attention to detail.
- Experience working in a remote, cross-functional team environment.
- Demonstrated ability to prioritize and adapt swiftly to changing work environments.
- Experience in developing and implementing needs assessments, project plans, operating procedures, and protocols.
- Proficient in Salesforce CRM or comparable database systems.
- Fundamental knowledge of the Microsoft Office Suite, including Word and Excel.
- The Certified Fund-Raising Executive (CFRE) designation is a significant asset.

We are seeking the best fit for our team and welcome all interested candidates to apply.

Please note

- All candidates must be prepared to provide proof of current tetanus and COVID-19 vaccinations and obtain a criminal record check in accordance with policy.
- WRA is an Equal Opportunity Employer dedicated to diversity, equity, and inclusion. WRA's policy is to provide equal opportunity for all qualified employees and applicants for employment, regardless of race, color, religion or creed, gender, age, disability, national origin, language, political belief, pregnancy, marital status, or sexual orientation. Reasonable accommodations will be made for individuals with disabilities. This policy encompasses hiring, placement, promotion, termination, layoffs, recalls, transfers, leaves of absence, compensation, and training. If you require assistance or accommodations, please reach out to us at recruitment@wildliferescue.ca.

To Apply

Please submit your cover letter and resume as a single PDF file through our online form.

<https://app.smartsheet.com/b/form/cc59a976f75c487dac39f75ee4340e1c>

If you have any questions, please contact us at recruitment@wildliferescue.ca.