



POSITION TITLE: Director of Development

NMWC MISSION: New Mexico Wildlife Center's mission is to protect New Mexico's wildlife through rehabilitation, conservation, education, and public engagement.

MAJOR RESPONSIBILITIES:

- 1) Direct and execute NMWC's Master Site Plan \$15 million capital campaign.
- 2) Design and implement the development plan to meet the \$1.5 million operating budget.
- 3) Supervise the administrative staff and serve as a member of the Leadership Team.

CLASSIFICATION: Full-time, salaried, exempt **REPORTS TO:** Executive Director

SUPERVISES: Administration staff

WORK HOURS: Five days per week, typically Monday - Friday 8:30am until 4:30pm. Some night and holiday work hours required; in-state travel required.

SALARY RANGE: \$90,000 - \$100,000

BENEFITS SUMMARY: Partial health insurance reimbursement, PTO, paid Holidays, Paid Sick Leave, IRA retirement plan, CoL stipend, additional benefits detailed in the Employee Manual

POSITION SUMMARY

The Director of Development creates and executes the fundraising strategies necessary to grow the organization's \$1.5 million annual operating budget while concurrently launching and managing a historic \$15 million capital campaign. This role will leverage NMWC's 40-year history of wildlife rehabilitation and conservation education to expand major giving, secure grants, and cultivate the critical donor base needed to fund the Master Site Plan, educational programs, and wildlife hospital operations. As a member of the Leadership Team, the Director of Development plays a key role in guiding the operational and strategic direction of NMWC. This position supervises a three-person staff including the Asst. Director of Development & Administration, Communications Specialist, and Administrative & Volunteer Engagement Specialist.

KEY RESPONSIBILITIES

Capital Campaign & Strategic Leadership (50%)

- Direct and execute the day-to-day operations of the \$15 million capital campaign alongside the Executive Director, Board of Directors, and capital campaign committee.
- Manage campaign tracking ensuring accurate forecasting, pledge fulfillment schedules, and timely recognition of capital donors.
- Conduct extensive travel across key donor areas (Santa Fe, Albuquerque, Los Alamos, and Taos) to personally identify, cultivate, and solicit six- and seven-figure capital gifts.

- In collaboration with the Communications Specialist, develop campaign materials, including cases for support, naming opportunity schedules, and regular impact reporting for Board, staff and key campaign stakeholders.

Team Management & Operations (10%)

- Supervise, mentor, and evaluate administrative staff, fostering a collaborative environment to ensure timely and effective completion of administrative functions.
- Serve as an active member of the Leadership Team, collaborating on organizational strategy, operational functioning, budget development and implementation.
- Partner with the Board of Directors, providing them with the training, materials, and prospect profiles required to effectively activate their networks for both the annual fund and the capital campaign.

Annual Operating Fund & Donor Stewardship (30%)

- Design and manage the annual development plan including specific mechanisms and/or funding streams to achieve the \$1.5 million operating budget.
- Identify, cultivate, and solicit a portfolio of high-net-worth individuals, foundations, and corporate entities for annual giving, capital campaign gifts and multi-year pledges.
- Oversee special events related to annual giving and capital campaign.
- Engage the public and donors through varied means to meet funding needs to accomplish small-scale hospital, education, and facility projects.
- Align fundraising messages with the organization's mission.
- Steward a major donor portfolio, creating high-touch engagement opportunities linked to our wildlife rehabilitation facility and conservation field work.

Grant Funding (10%)

- Identify and secure local, state, and national environmental and conservation grants.
- Collaborate with program staff to track metrics across wildlife rehabilitation, educational outreach, and public engagement targets to ensure grant compliance.

QUALIFICATIONS & SKILLS

- *Experience:* 5 or more years of progressive fundraising experience in a nonprofit setting, with a record of managing donor portfolios and securing six- and seven-figure gifts.
- *Education:* Bachelor's degree in business, nonprofit management, or related field.
- *Personnel Management:* Demonstrated success managing professional staff, with direct experience supervising administrative, communications, or volunteer coordination roles.
- *Campaign Experience:* Prior experience directly leading or playing a significant senior managing role in a successful multi-million dollar capital campaign.
- *Communication:* Exceptional storytelling abilities; able to inspire and build long-term donor relationships; capable of translating clinical wildlife rehab procedures and wildlife conservation data into emotional, high-impact donor appeals.
- *Technical Proficiency:* Expert-level mastery of donor CRMs, data analytics, and wealth screening tools (e.g., Bloomerang, DonorSearch, iWave etc.).
- *Regional Knowledge:* An extensive knowledge with the philanthropic networks, cultural dynamics, and donor communities of Santa Fe, Albuquerque, Los Alamos, and Taos.
- *Mission Alignment:* A passion for our mission to protect New Mexico's wildlife through rehabilitation, conservation, education, and public engagement.

- **Travel Requirements:** Ability to travel frequently across Northern and Central New Mexico; valid driver's license required.

How to Apply

Interested candidates should submit the following materials electronically:

- A letter of interest detailing your fundraising philosophy, capital campaign experience, and passion for wildlife conservation.
- A current resume.
- Contact information for three professional references.

Email your complete application package to matthew@newmexicowildlifecenter.org. Please include "Director of Development Application" in the subject line. This position is open until filled. Applications will be reviewed on a rolling basis; early submission is strongly encouraged.

WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. A large percentage of duties are performed indoors. It is possible the employee will be exposed to dust and harsh chemicals that, if not handled properly, may present a health hazard. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, and to talk or hear. Use a computer for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Specific auditory acuity to identify warning signals from safety and security alarms and/or warning signals; to detect sounds associated with malfunctions in mechanical equipment and systems. The incumbent must occasionally lift and/or move up to fifty pounds. The work environment may be exposed to inclement weather; pollen, mold, dust, dirt, and other airborne contaminants; and temperature variations. Must be able to tolerate exposure to animal dander, animal wastes, and other zoonotic contaminants. Must be able to work in close proximity to native wildlife species. Must be able to wear all required protective clothing and equipment.

- ❖ **Note: Employees in this classification are required to have COVID vaccination; and may be required to receive tetanus vaccination; and additionally, may be required to maintain current CPR/AED and First Aid certification**

DISCLAIMER: This job description has been designed to indicate the general nature of work performed by an employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of an employee in this position.

EEO STATEMENT: NMWC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. New Mexico Wildlife Center is an at will employer and all NMWC employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.