

**JOB ANNOUNCEMENT:** Fundraising and Communications Coordinator

**Office Location:** Tenino, WA

**Status:** Regular, full time

**Compensation** depending on experience, plus a competitive benefits package

**Closing date:** March 1, 2018. Preference will be given to applicants who can start by May 1 or earlier.

**About Us:** Wolf Haven International is a globally accredited 501(c)(3) nonprofit organization. Founded in 1982, our mission is to conserve and protect wolves and their habitat. We do this by:

- Providing sanctuary for captive-born, displaced wolves
- Offering a variety of educational programs about wolves & wildlife
- Promoting wolf restoration in historical ranges
- Protecting our remaining wild wolves and their habitat

Located in Tenino, WA we work with a diverse group of partners including other nonprofits, federal, state, and county agencies and municipalities to accomplish our mission. We maintain an office and wolf sanctuary in Tenino, WA.

**Position Summary:** We seek a full-time Fundraising and Communications Coordinator to assist with the fundraising and associated communication functions of our organization. The Fundraising and Communications Coordinator will work closely with the Executive Director, as well as communications and program staff and volunteers. We are looking for an individual with a background and/or training in fundraising and communications well as training or experience in biology and/or nonhuman animal studies. The position may have supervisory responsibility of volunteers. Flexible hours, as some evening and weekends may be necessary.

**Responsibilities**

Develop and maintain members and donors (~25%)

- Recruit new members, solicit donations, support communication with our database of members and donors, etc.
- Assist with correspondence to members and donors.

Coordinate events (~35%)

- Plan and implement our annual Wolves and Wine fundraising auction in partnership with volunteer leaders.
- Work with staff, board, and volunteers to plan, organize, and host community and member events such as talks, workshops and member updates.

Foundation fundraising (~25%)

- Identify foundations with funding priorities that match Wolf Haven's mission and activities.
- Write grant proposals with assistance from program staff to fund Wolf Haven's program areas and capacity.
- Support the Executive Director, Finance Director, and Board of Directors in making and maintaining relationships with Foundations.

### Support Communication of Wolf Haven's mission and accomplishments: (~15%)

- Prepare communications as needed that highlight current events and Wolf Haven's accomplishments (e.g., success stories) to nontechnical audiences through use of the written word, photos and videos.
- Provide content for Wolf Haven's social media presence.
- Assist with drafting Program Updates
- Assist with updating communications on our website (WordPress).
- Assist with photo and video management.

### **Qualifications**

- Passion for animals, the natural world and our mission.
- Minimum of two years' experience in science, conservation biology and/or ecology, communicating technical findings to a nontechnical audience both in writing and orally, engaging with donors and volunteers, and grant writing.
- Bachelor's degree in nonprofit management, nonhuman animal studies, conservation biology, communications, or related field preferred.
- Creative and curious with excellent technical and nontechnical writing and editing skills and an eye for detail. Ability to take initiative and ownership with increasing confidence.
- Meticulous record-keeping skills and attention to detail.
- Demonstrated fluency with technology (e.g., Microsoft Office suite, Google sheets/forms/docs, Doodle, Adobe, donor tracking software, multiple social media platforms, WordPress, etc.).
- Ability to work positively and cheerfully with a diverse staff and volunteers.
- Ability to work flexible hours, including some evening and weekends.

### **How to Apply:** To apply for this position, submit (as a single pdf):

1. Letter of interest - *In your letter of interest, state 1) your experience with these responsibilities and how you meet these qualifications, 2) when you would be available to start work, and 3) that we may contact your references and past employers.*
2. Resume.
3. Contact information (phone and email) for 3 professional references.

*Letters of recommendation, writing samples, and college transcripts will be requested for top applicants.* Applications must be received by March 1, 2018. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** No phone calls or drop offs please. Email application materials to: [info@wolfhaven.org](mailto:info@wolfhaven.org).

At Wolf Haven International, we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. We provide equal employment opportunities to all qualified persons without regard to race, religion, gender, age, disability, national origin, sexual orientation, veteran's status or any other protected status. We make employment decisions based on an individual's qualifications, ability to perform the job duties, and contribution to the success of our organization.