



Job Description

Individual Giving Associate Manager

WildAid is a growing unique and dynamic global wildlife conservation non-profit based in San Francisco with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid operates with a \$12 million annual budget and has received a Four-Star rating from Charity Navigator for over a decade. Since its founding in 1999, WildAid has become a premier conservation organization in driving behavior change through both world-class communications campaigns and maritime law enforcement capacity building.

We are seeking an Individual Giving Associate Manager who, overall, will be responsible for execution of key individual donor stewardship activities, including:

Responsibilities

- Donor outreach, donor research, and donor database management. Focus will be on mid-level donors.
- The manager is responsible for planning and producing diverse events, supporting Donor Impact Director's engagement with major donors and board members in this role. Planning and production includes invitations, list management, logistics, coordinating venues, supporting day-of activities, and managing post-event follow-up.
 - Online webinars (WildAid Live),
 - Small in-person events in Los Angeles, the San Francisco Bay Area, and/or Northeast, and
 - International donor trips.
- Generate written content across multiple platforms including donation acknowledgement letters, annual reports, donor surveys, and other marketing materials for donor engagement.
- Administrative support such as donation input, production of donation acknowledgement letters, production and coordination of small-segment donor mailings.

The Individual Giving Associate Manager will report to the CEO. S/he will support or coordinates closely with, as required, the Donor Impact Director, Annual Campaign Director & Development Associate.

The individual must be comfortable with and able to work across multiple teams.

This position offers a great opportunity for a candidate who wants to grow individual fundraising skills and learn from seasoned fundraisers.

Experience & Qualifications

- Bachelor's degree or equivalent professional experience.
- 3+ years of experience in individual fundraising, nonprofit communications, or a related role, with a proven record of fundraising success.
- Demonstrated experience in managing events, including logistics coordination, communication planning, and on-site event support.
- Strong writing skills, including experience creating compelling donor-focused content such as impact stories, appeals, and marketing materials.



- Excellent verbal communication skills, comfortable engaging with individual donors and board members in person and via phone and email.
- Project management experience, with an ability to manage multiple tasks and deadlines effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Experience with CRM databases; Salesforce experience preferred.
- Exceptional interpersonal skills, with a demonstrated ability to build sustained relationships and foster collaboration.
- Initiative-oriented with a strong sense of accountability and commitment to achieving measurable impact.

The ideal candidate will have a commitment to a career in nonprofit fundraising and communications and a passion for learning new fundraising skills.

Compensation

This is a full-time, exempt position. Commensurate with skill, experience and internal equity, the salary range for California is \$75,000-\$85,000 annually and for other states is \$65,000-\$75,000 annually. Competitive benefits package includes: Employer-sponsored medical, dental and vision coverage and life/AD&D insurance; 401(k) eligibility with employer Safe Harbor contribution up to a 4% elected deferral; paid holidays; paid sick leave; and accrued paid time off.

Location

This position may be performed remotely from a home office within the United States. Preference for candidates based in California, or other states where WildAid has existing registration (NY, NJ, FL, TX, IL, OR, VA, MD, VT or MA).

Work shall be performed primarily during regular business hours, with the occasional need to participate in meetings at various times outside normal business hours.

How To Apply

To apply, please send your resume/CV, and a brief cover letter to jobs@wildaid.org. Applications will be considered on a rolling basis until the role is filled.

The successful applicant must be authorized to work in the US and meet the requirements of WildAid's background screening process.

Equal Opportunity Employer

WildAid is committed to being inclusive and is proud to be an equal opportunity employer. We will consider all applications and applicants.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

WildAid is an E-Verify employer: [Right to Work](#) & [E-Verify Participation](#)