
Development & Communications Manager

Schedule: This is a full-time position that follows a 40-hour work week with the possibility of partial remote work. Typical hours are Monday-Friday during daytime hours, with some work required on occasional evenings, holidays, and weekends.

Compensation: Hourly, non-exempt position with a starting pay range of \$24-\$27 per hour, based on experience. Includes 80 hours of paid time off, 5 days of sick leave, and holiday pay.

POSITION SUMMARY:

The Development & Communications Manager reports to and works collaboratively with the Executive Director to advance LTWC's fundraising and communications goals. This role supports all areas of development, including major gifts, planned giving, grant management, fundraising events, corporate sponsorships, and annual fund campaigns. The Manager also helps ensure that all external communications align with LTWC's brand, strengthen our reputation in the community, and effectively engage supporters. Through these efforts, the position helps further LTWC's mission to rescue, rehabilitate, and release orphaned and injured wildlife.

WHO WE ARE:

LTWC is a 501(c)(3) tax-exempt organization whose mission is to rescue, rehabilitate and release orphaned and injured wild birds and mammals. LTWC operates under permits issued by California Fish & Wildlife and the United States Department of the Interior Fish & Wildlife Service. Our 27-acre location includes multiple wildlife enclosures and a new multi-purpose administration and animal care hospital building.

PRIMARY RESPONSIBILITIES:

Development

- **Fundraising**
 - Develop and manage a yearly fundraising plan that includes major gifts, annual appeals, planned giving, fundraising events, and campaigns.
 - Assist in fiscal year planning, set fundraising goals, and monitor progress toward financial targets.
 - Plan, coordinate, implement, and evaluate effective fundraising campaigns and successful events.
 - Develop and manage donor pipelines and strategies to grow individual giving and deepen donor engagement.
 - Track and analyze fundraising performance and donor engagement metrics to inform strategy and organizational reporting.
- **Grant Management**
 - Research, identify, and cultivate relationships with private and community foundations.
 - Prepare grant proposals, reports, and acknowledgments in alignment with funder requirements and deadlines.
- **Donor Cultivation and Stewardship**

- Maintain donor records in CRM (Salesforce), tracking contributions, correspondence, and stewardship activities.
- Research, identify, and secure potential individual donors, foundations, corporate sponsors, and community partners to build and maintain a strong prospect pipeline.
- Maintain donor database and records; responsible for data entry, reporting, reconciliation, and ensuring timely gift acknowledgements of contributions.
- Develop and maintain relationships with donors through thoughtful stewardship, communications, and engagement opportunities.
- Research, secure, and manage corporate sponsorships for events and programs.
- Support donor recognition initiatives including stewardship communications, impact updates, and donor appreciation efforts.

Communications & Marketing

- Manage and grow LTWC's online presence, including website, blog, email communications, and social media platforms.
- Write compelling stories, newsletters, and press materials that communicate LTWC's mission, wildlife rehabilitation impact, and community programs.
- Produce graphics, infographics, photography, and other visual content for marketing, campaigns, and events.
- Ensure all communications maintain consistent messaging and brand standards.
- Plan, coordinate, and execute fundraising events and special initiatives.
- Create and oversee content for newsletters, website, social media, annual reports, and marketing materials.
- Draft and distribute press releases, media advisories, and public statements to promote organizational initiatives, events, and milestones.
- Collaborate with internal and external partners to design, promote, and sell merchandise including apparel, accessories, and other promotional items.
- Work cross functionally with program staff to gather impact stories, program data, and updates.
- Support leadership with messaging, presentations, and public facing materials.

General Operational Support

- Provide administrative support for the department and organization, including drafting letters, acknowledgments, and internal communications.
- Maintain departmental files, calendars, and reports.
- Manage inventory and restock office and fundraising supplies.
- Perform other duties as assigned to support organizational operations and enhance the care of wildlife.
- With continued program growth, this position may expand to include supervisory responsibilities, such as overseeing a Development Intern and or Program Associate.

Required Qualifications:

- Bachelor's degree in communications, nonprofit management, marketing, environmental studies, or a related field, or equivalent professional experience.
- Minimum of 3 years of experience in nonprofit development, fundraising, communications, marketing, or a related role.
- Experience supporting fundraising activities such as donor stewardship, grant writing, campaigns, and fundraising events.
- Strong writing, storytelling, and digital communication skills, including experience managing websites, email newsletters, social media platforms, and donor databases or CRM systems.
- Experience planning or supporting fundraising events and community engagement initiatives.

- Strong organizational, project management, and interpersonal skills with the ability to manage multiple priorities and build relationships with donors, partners, volunteers, and community members.
- Ability to work both independently and collaboratively within a small team environment with a commitment to wildlife rehabilitation, conservation, and community education.

Preferred Qualifications:

- Experience with graphic design, photography, or visual storytelling.
- Training and/or certification in marketing/communications, fundraising (particularly donor stewardship, planned giving, and/or grant writing), and/or web development
- Familiarity or experience working in wildlife education and/or rehabilitation
- Bilingual

Physical Demands:

- Must be able occasionally lift up to 50 lbs
- Must be able to stand for long periods of time

HOW TO APPLY:

Applications will be reviewed on a rolling basis with priority given to those submitted by March 22nd, 2026.

The position will remain open until filled. Please apply via our [online application form](#). Contact info@ltwc.org with any questions.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We encourage you to apply, even if you don't believe you meet every one of our qualifications described. **Equal Opportunity Employer:** We are an equal opportunity employer and value diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status.