Director of Development (“DOD”)

Position summary:
The DOD provides leadership, administration and management of a diversified fundraising program including public relations, donor growth, donor management, marketing and advocacy aimed at increasing philanthropic support.

Duties & Responsibilities: Fundraising responsibilities include overseeing and launching annual giving and direct mail campaigns, bequest society, corporate, foundation and donor relations, grant management and special/capital campaigns and providing staff support and assistance for all relevant committees of the Board, development and specific special event committees.

1. Work with the ED, Board and Development Committee plan and carry out a comprehensive fund development plan to meet financial goals of the organization.
   a. This includes development of program budgets, developing systems to identify, cultivate and solicit potential donors including developing relationships with businesses and community leaders.

2. Maintain acknowledgement programs and activities for stewardship and recognition of donors including meeting prospective donors and supporters on a continual basis to establish effective communications.

3. Plan, develop and manage direct mail activities aimed at both educating constituents and prospects and provide predictable annual funding.

4. Oversee production of print materials for organization.

5. Write or oversee proposals for major gifts and maintain correspondence with major donors.

6. Generate revenue through timely submission of well-researched, written and documented fund-raising grant proposals.

7. Serve as a liaison to all funding agencies or organizations.

8. Oversee all gift processing, reporting all monies received, assure timely acknowledgements and all record maintenance.

9. Keep up to date on current fundraising and public relations programs, practices and procedures being utilized in the not for profit sector.
10. Responsible for training, supervision and evaluation of department staff and maintaining efficient office systems and procedures.

11. Work cooperatively with Community Outreach and Education Manager on organizational branding for social media, email communications and community events.

Supervision Received: Work under the general direction of the ED and Development Committee Chair and receive general supervision. Work independently to prioritize and complete assigned tasks.

Supervision Exercised: Development staff- Administrative Assistant

Salary Position: This is a full-time salaried position requiring flexibility periodically requiring early morning, evening, holiday and/or weekend work.

Required skills:

1. Bachelor’s degree or equivalent.
2. Five years of fundraising or sales experience preferred. Fundraising certificate CFRE preferred.
3. Professional demeanor and ability to cultivate relationships with donors, board, committees, staff and volunteers is essential.
4. Excellent communication skills and ability to present information concisely and effectively both in written and verbal forms.
5. Ability to prioritize and lead others with strong problem solving, motivational and interpersonal skills.
6. Ability to work as part of a team and independently..
7. Desire to get out of the office and develop external relationships with donors.
8. Ability to analyze program effectiveness and provide reports.
9. Ability to develop and meet schedules and timelines.
10. Ability to maintain strict confidentiality of donor information.
11. Available to the officers of the Board of Directors for professional consultation in connection with the affairs and activities of the Development department for the organization.
12. Ability to travel, work at computer and fully participate in meetings and events and have no allergic conditions that might be aggravated by exposure to animals.
13. This position requires frequent contact with the public in a fast-paced and changing work environment.

Salary range: $60,000-$70,000 health & dental insurance, paid leave & sick time, low-cost veterinary care

Please send a cover letter and resume to sbuck@capeannimalaid.org