



Job title: Vice President for Development
Reports to: Chief Executive Officer (CEO)
Employment Status: Full-time regular; Exempt
Oversees/Manages: Director of Donor Services (Exempt, Full-Time)
Director of Marketing and Communications (Exempt, Full-Time)

Summary of Responsibilities

The Vice President for Development works closely with the CEO, Vice President for Shelter Operations, Vice President for Community Operations, and Vice President for Finance, and provides strategic leadership for the Marketing and Development Team. The position requires a creative individual who will work collaboratively with her/his/their team to build on current fundraising initiatives, and develop new approaches to increase support from individuals, corporations, foundations, and grants. The incumbent is a relationship builder and represents the organization onsite, at public events, and in the media. She/He/They are a brand ambassador and a standard bearer for the organization's adaptive and inclusive culture.

Essential Duties

- Works with senior leadership to develop a strategic fundraising plan, taking into account the short- and long-range goals of the organization
- Closely follows local and national trends in not-for-profit fundraising and understands how those trends are impacted by economic and social climates
- Uses knowledge of current legal, tax, and other standards relevant to fundraising and marketing to manage the legal liability of the Organization
- Develops a fiscally responsible departmental budget, ensuring necessary resources are secured at best prices, and Development staff have what they need to be successful
- Develops monthly, quarterly, and annual fundraising goals in cooperation with the CEO
- Develops and coordinates all activities pertaining to development, including but not limited to programs for planned and annual giving, major gifts, matching gifts, endowments, bequests and capital campaigns
- Maintains a proactive, creative leadership role in the identification and qualification of individual and corporate donors, as well as foundation gifts
- Analyzes demographic and statistical donor data to assist in future solicitation planning
- Works in conjunction with the CEO to cultivate and solicit key individual donors
- Plans and directs all foundation and corporation solicitations and appeals
- Develops and maintains a thriving stewardship program, ensuring appropriate recognition is given, and continually engaging donors through personal outreach, publications, and key donor events
- Builds strong relationships with donors in the planned giving area
- Diagnoses critical areas for funding or marketing attention and then translates strategies into concrete actions
- Works collaboratively with the senior management team to support each functional group by

seeking grants, gifts in kind, and donations to support their strategies

- Applies for, and reports on, appropriate grants in a timely fashion, building long-term, positive relationships with grantees
- Provides detailed reports on fundraising and marketing initiatives to the Board of Directors and other interested parties as appropriate
- Collaborates with the Director of Donor Services to manage the direct mail solicitation initiative, gift in kind donations, restricted fund solicitation, and the stewardship of the donor database
- Provides strategic visioning and direction related to the development and implementation of events, print and visual media communications, website, public relations, and advertising
- Collaborates with the Director of Marketing to create, initiate, and monitor the monthly, quarterly, and annual marketing objectives, strategies, advertising, and promotional campaigns
- Supervises, motivates, and empowers staff and effectively communicates verbally, in writing, and electronically, with all functional groups
- Mentors and assists directors and managers in their professional relationship with colleagues and community members
- Works with each member of the Marketing and Development team to develop performance goals, and strategies for reaching those goals
- Acts as a liaison to other professional organizations within the fields of animal welfare and non-profit fundraising
- Meets and talks with the public, providing information concerning the work of the Organization
- Promotes the Organization to local, regional, and national constituencies by attending formal functions, providing written articles, making personal appearances at support organizations, participating on appropriate boards, committees, and working groups
- Understands and consistently promotes the organization's mission and values
- Performs other duties as assigned or required to insure a positive public image and to improve the functioning of the Organization

Qualifications

- Bachelor's Degree
- Three or more years of experience successfully managing a complex fundraising program, including personally identifying, qualifying, cultivating, soliciting, and stewarding relationships with individual donors, corporations, and foundations
- Demonstrated experience creating and leading teams; formal leadership training a plus
- Ability to quickly establish a rapport with a variety of stakeholders from diverse backgrounds
- The ability to maintain a high ethical standard, taking great care with donors' sensitive and confidential information
- The ability to remain professional, energetic, focused, and good humored in a fast paced and highly dynamic environment; flexibility is a must
- Willingness to handle a variety of animals, and ability to do so safely and humanely in all circumstances
- Proficiency in Microsoft Office and fundraising software, preferably Raiser's Edge
- Valid driver's license and the ability to maintain the same

Working Conditions

- This hours for this position are normally Monday through Friday, 9 am – 5 pm, however, evenings, weekends, and holidays are occasionally required.
- Work will take place in a variety of environments including administrative offices, operational areas, and offsite, including outdoors.
- The noise level in the work environment is usually moderate, and hearing protection is available where noise exceeds acceptable levels.
- While performing the duties of this job, the position may be occasionally be exposed to animal odors, animal wastes, chemical cleaning agents, and airborne particles

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is regularly required to use hands to fingers, handle, talk and hear. The incumbent is frequently required to stand, walks, sit, reach with hands and arms, and stoop, kneel, or crouch. The position holder must be able to regularly lift and/or move up to 40lbs.
- Specific vision abilities for this position include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to focus.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

X

Employee Signature and Date

X

Employee Print Name