The Humane Society of Southern Arizona
Job Description

Title: Director of Development
Department: Development
Reports to: Chief Development Officer
Salary Level: IX (exempt) Annual Salary-$60,000
Supervises: Development Coordinators and Development Assistant(s)

Job Purpose:

Assists with the general direction of the Development Department of the Humane Society of Southern Arizona. Responsible for building relationships with current and new donors to increase donor support; coordinating planned giving programs; writing grants and identifying new grant opportunities. Coordinate donor stewardship, database analytics, and cultivation materials.

Planned Giving: Assists with overall Planned Giving strategy of the organization, including bequest cultivation, Guardian Angel Program, Why A Will workshops, Planned Giving Council.

Development: Supervises development programs including individual gifts and membership donations, corporate donations, donor recognition, donor cultivation, United Way gifting, direct appeals, and all other giving aspects.

Grants: Responsible for all Development grant writing and reporting, researching new grant sources and managing grant volunteers

Reporting & Recordkeeping: Manages budget materials and coordinates with Finance Department re: reporting requirements and capital campaign pledge collection. Oversees the organization’s donor database, maintains donor records, and strategically develops queries for analytics and stewardship.

HSSA Expectations of Employee:

♦ Treats animals humanely, with love and concern both on and off the job, and transmit these values to others.
♦ Adheres to agency policies and procedures.
♦ Adheres to all HSSA safety policies and reports injuries to HR Director within 24 hours of injury.
♦ Adheres to all local laws regarding personally owned animals such as licensing, shelter, medical care, etc.
♦ Provides accurate information and courteous service to the public at all times.
♦ Makes a good appearance and have the ability to deal tactfully and effectively with the public.
♦ Maintains a positive and respectful attitude.
♦ Communicates regularly with supervisor about department issues.
♦ Demonstrates flexible and efficient time management and ability to prioritize workload.
♦ Consistently reports to work on time prepared to perform duties of position.
Is willing to participate in meetings with other HSSA personnel and share ideas and suggestions designed to improve working conditions and the organization’s ability to meet its objectives.

Is able to accept and explain the concept of prepubescent sterilization, prerelease sterilization of adopted animals, and humane euthanasia.

Is willing to assist in animal care and handling during emergencies

**Essential Duties and Responsibilities:**

- Manage Guardian Angel and Planned Giving documents; coordinate solicitation, marketing and development of programs. Oversee Why A Will workshops, bequest cultivation and development of Planned Giving Council.
- Oversee the Development department’s grant programs, including research and writing grants, grant reporting and seek new grant opportunities.
- Work with the Chief Development Officer in creating a comprehensive development plan (Corporate, Foundation and Donor Relations) including strategies and activities for donor cultivation, solicitation and relationship building.
- Work with the Chief Development Officer to identify and help cultivate donors for the Capital Campaign.
- Work with the Chief Development Officer in creating a comprehensive development plan (Corporate, Foundation and Donor Relations) including strategies and activities for donor cultivation, solicitation and relationship building.
- Develop and manage other fund raising initiatives.
- Responsible for the engagement and training of staff in all departments of the organization to increase donor commitments.
- Supervise donor acknowledgment and recognition opportunities including but not limited to the bequest wall, Friendship Courtyard and Cactus of Compassion.
- Supervise the Development Coordinator and Development Assistant(s), as well as Development volunteers.
- Oversee the management of the Membership Program and fulfillment of job functions.
- Coordinates with the Marketing Department on design for appeals, newsletter, brochures, ads, thank you letters, etc.
- Ensure timelines are met on development materials including appeals, web appeals, newsletter, grant requests and reporting.
- Manage Convio donation system. Ensure all auto responders are current; material on ways to give are up to date.
- Assist with materials and database analytics for HSSA capital campaign.
- Assist in preparation and adherence to budget.
- Coordinate Development reporting with Finance department routinely, including daily reports, monthly reconciliation and annual audit.
- Join/participate in professional development opportunities.
- Assist department staff with fundraising events, United Way donations and employee fairs as needed.
- Develops and conforms to department’s approved budget.
- Interface and cooperate with other departments within the organization.
- May drive company vehicle in performance of company business.
- Perform other duties as assigned.

**Working Conditions:** Work is performed at an animal shelter in an office space. Potential exposure to zoonotic diseases, animal bites and scratches. Potential exposure of infectious diseases to owned animals. Exposure to high noise levels when in kennels.
Supervisory Responsibilities: Directly supervises the Development Coordinators and Development Assistant(s), and carries out supervisory responsibilities in accordance with HSSA’s policies and applicable laws. Responsibilities include interviewing, hiring and training; planning and assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems for Development department in conjunction with the Director of Development.

Performance Factors and Necessary Skills:

- **Communication and Contact:** The Director of Development must communicate effectively both verbally and in writing with superiors, colleagues, donors and volunteers and has tact and above average communication and customer service skills. This person must also have considerable knowledge of English, spelling, punctuation and grammar. The Associate Director of Development must be organized and able to direct the work of others.

- **Attendance and Dependability:** The Director of Development can be depended on to report to work at the scheduled time and is seldom absent from work and can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.

- **Relationships with Others:** The Director of Development works effectively and relates well with others including superiors, donors, colleagues, and individuals inside and outside of HSSA and exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Skills:

- Considerable knowledge of computers and operating systems, word processing software, specifically Microsoft Word & Excel and the ability to work with database management systems such as Raisers Edge preferred.
- Considerable knowledge and experience in donor research, development and stewardship practices.
- Must be familiar with budgets.

Qualifications/Educational Background:

- Bachelor degree in business or commensurate experience in a related field.
- Four years management experience within the animal welfare field preferred. Must possess strong demonstrable sales management skills.
- Four years fundraising experience preferred. Demonstrated success in developing new major gifts donors
- Possession of a valid Arizona driver’s license and driving record acceptable to HSSA insurance carrier.

This job description is not intended to be an exhaustive list of all duties, responsibilities, skills, efforts or working conditions or qualifications associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or to require that other or different tasks be performed when circumstances change, for example, emergencies, changes in personnel, workload, rush jobs, or technological breakdowns in departments.

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