



## Job Description

**Job Title:** Director of Development

**FLSA Status:** Full-Time, Exempt

**Date Effective:**

### **Position Summary**

This exempt, salaried position reports to the Chief Executive Officer and formulates, directs, and implements a continuing long-range financial development program to ensure a broad base of funding resources available to obtain the mission and objectives of Longmont Humane Society (LHS). This includes providing guidance for donor relations, special events, community outreach, grant writing and management of LHS foundation and corporate giving programs to meet revenue goals and promote the organizational mission.

### **Essential Duties and Responsibilities:**

- Responsible for the strategic direction, growth, and overall management of the development department. Assures proper planning including goal setting, strategy identification, benchmarking, and evaluation.
- Prepares and manages the development department annual budget. Assures sound fiscal operation of the department including timely, accurate and comprehensive development of charitable income and expense budgets, reporting, monitoring and implementation.
- Supervises, guides, evaluates, and counsels department staff; encourages professional growth of staff; research training opportunities; creates and evaluates staff goals and objectives; ensures adequate staffing within the development department.
- Assures that all development department staff is well-versed on the history, philosophy, programs, services, and current activities of LHS and can accurately and professionally articulate the same to donors and members of the public.
- Informs the chief executive officer and board of directors on current trends, issues, challenges, and activities to facilitate policy making. Implements changes in policies and procedures and provides recommendations for other policy/procedural changes/improvements as appropriate.
- Oversees and enhances ongoing donor cultivation, research and recognition of individuals, corporations, and foundations.
- Identifies and researches prospective grantors, matching program needs and prospect's interests
- Schedules, tracks, and responds to grant funding timeline for proposal development, submission, and reporting
- In coordination with the Marketing and Communications Manager, provides content and communications re: LHS website, newsletters, press releases and social media to promote area of responsibility and ensure compliance with grant requirements
- Prepares letters of inquiry, proposals, acknowledgements and reports for grants, donor-advised funds, corporate matching gifts, and solicited corporate support.
- Advances and stewards foundation, corporate and workplace-giving relationships
- Ensures that the fundraising database and donor tracking systems are accurate and complete; works with staff to continually expand functionality.

- Solicits gifts on behalf of LHS, both individually and in conjunction with the chief executive officer, other staff, board members and fundraising volunteers.
- Engages people in process, encourages questioning, and promotes participatory decision-making.
- Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors, and ensures compliance with code of ethical principles and standards of professional conduct for fundraising executives.
- As a member of the senior management team, participates in organization-wide strategic planning and implementation.
- Other duties as assigned.

### **Job Qualifications:**

#### Education and Experience:

- Bachelor's degree plus minimum of 6 years experience in non-profit fundraising and community relations, with 4 years of directly related department management experience. OR – Minimum of 9 years experience in non-profit fundraising and community relations, with 6 years of directly-related department management experience.
- Proven ability to recruit major gifts/donors, raise private donations, develop, and manage donor relationships, and motivate staff and volunteers.
- Capital campaign experience a plus.
- CFRE certification desirable.

#### Knowledge, Skills and Abilities:

- Proven knowledge of the principles and practices of non-profit fund development (animal sheltering development a plus).
- Demonstrated excellent verbal and written communication skills.
- Excellent interpersonal communication and public speaking skills.
- Proven strategic planning and budgeting skills.
- Ability to use a PC and widely used software packages, e.g., spreadsheets (Excel), word processing (MS Word), fund development database (*Donor Perfect*, desirable); ability to learn new software, as necessary.
- Ability to use fundraising software- *Greater Giving*
- Ability to meet deadlines; ability to set and accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions.
- Comprehensive management skills and experience including, but not limited to, short and long-term planning; staff selection, direction, motivation, and evaluation; and financial management.
- Able to work a flexible schedule with regular weekend and evening activities.
- Hold a valid Colorado Driver's License and have an insurable driving record.

#### Working Conditions:

- Office and animal shelter environment.
- Potential exposure to high noise levels and zoonotic diseases.
- Exposure to all weather conditions when working at outdoor events.
- Occasional lifting of up to 50 pounds.
- Frequent use of computer and telephone.