



Job Description

Job Title: Deputy Director

FLSA Status: Full time, Exempt

Date Effective: October 20, 2021

Pay Range: \$65,000 - \$75,000

Position Summary

The Deputy Director manages and directs the creation and implementation of all fundraising, marketing and communication activities including strategic planning and department budget preparation. This is a great opportunity if you are ready to build and scale innovative partnerships and development programs and serve as an organizational leader. This position reports to the Chief Executive Officer, supervises Development Administrator, Humane Educator, Marketing & Communications Director, and other team members as assigned.

Essential Duties and Responsibilities:

- Support and partner with CEO to establish short-and long-range revenue goals and in coordination with development and marketing staff, develop annual workplans to ensure success
- Create and actively manage core organizational partnerships and fundraising campaigns to engage community members, new partners, and donors
- Leads the major donor strategy for LHS including identification, cultivation, solicitation, and stewardship ensuring exceptional donor care and retention
- Works with team members to develop and execute integrated sponsorship program for events and special funds
- Leads the development and implementation of capital campaigns budget, gift chart, solicitation plan and goals with campaign committee
- Strategic planning and oversight of community outreach including representing LHS through speaking, presence at events
- Oversight of all events including Homeward Bound, 50th Anniversary celebration activities, Paws in the Park and Paws on Patio
- Lead team to develop and deliver on annual fundraising, marketing, and communication plans for organization including Well Pet Clinic and Public Training Programs
- Responsible for strategic development of corporate, business and community partners including maintaining and identifying sponsorship and funding opportunities
- Works with the CEO and other team members to create and manage annual revenue plan and budget. Responsible for achieving strategic plan performance goals
- Serves as a spokesperson for the organization and effectively represent the goals and mission to individuals, foundations, government leaders, the media, sponsors, and donors to attract widespread interest and support
- Maximize public relations opportunities to enhance a strong, positive image of the organization
- Lead the research, preparation, submission and tracking of grant applications

- Prepare monthly reports summarizing activities completed, fiscal and operational status, and other pertinent information to the Board
- Other duties as assigned

Knowledge, Skills and Abilities:

- Sound and pragmatic managerial ability. An astute leader who can set clear priorities, delegate, invest in people and systems, sustainably solve problems, and make timely decisions.
- Active fundraising experience, an understanding of nonprofit fundraising strategies, and major donor relations with experience operating fundraising databases, Donor Perfect preferred
- Ability to develop and manage budgets and prepare financial reports
- Demonstrated experience in marketing, events, communication, and outreach activities
- Ability to work collaboratively with board, staff, and volunteers
- Demonstrates an attitude of being in service to all stakeholders
- Demonstrated ability and experience in soliciting large gifts from individuals, corporations, and foundations
- Ability to build strong collaborative teams and actively engage with staff. Demonstrated appreciation for staff, solicitation/incorporation of their input, and a positive working environment.

Qualifications:

- Bachelor's degree with 5-7 years in leadership role in nonprofit development, philanthropy or an equivalent combination of education, training, and experience
- Demonstrated success in leading team of professionals, skilled in managing varied relationships, and successful at facilitating collaboration and cooperation
- Proven ability to lead and manage change in teams, departments, or groups
- Outstanding written and verbal communication skills
- Strong project management skills, including ability to manage multiple projects, interdisciplinary teams
- Committed to and enthusiastic about the mission, programs, and services of LHS

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