

Job Description – Development Director

Title: Development Director

Reports to: Executive Director

Status: Full Time, Exempt

SUMMARY: Primary responsibility of the Development Director is to develop and oversee our Donor Development and Management program, as well as expand and execute fundraising strategies to connect with our community and financially support the vision and mission of the organization. The Development Director will be responsible for identifying and cultivating donor prospects, building a strong development team for the organization, and promoting the organization in the community to ensure a broad base of funding resources.

DUTIES AND RESPONSIBILITIES

- Work with the Executive Director, Board of Directors, and Development Committee to set fund development goals based on the organization's operational and strategic goals
- Collaborate with the Marketing and PR Manager to plan and coordinate the annual fundraising calendar and event
- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships
- Manage the direct mail and donor stewardship calendar
- Oversee gift entry and thanking process for donor retention
- In collaboration with the Executive Director, oversee the planning, tracking, and implementation of all major donor identification, cultivation, and stewardship activities
- Collaborate with Executive Director to develop and implement a strategy to increase Planned Giving
- With the support of the Grants Committee and other staff members, identify and submit private foundation grant proposals to support operations and special projects as appropriate.
- Steward known legacy donors and cultivates area estate attorneys.
- Ensure timely and accurate report deliveries to funders.
- Develop print marketing collateral related to fundraising in collaboration with our Marketing and PR Manager.
- Prepare bi-monthly development reports for the Board of Directors.
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Perform other duties as assigned by the Executive Director



QUALIFICATIONS EDUCATION & EXPERIENCE

- Bachelor's degree or related field preferred. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.
- Minimum of 3 years of proven successful experience in the area of fundraising and development.
- Proven experience in designing and managing development and donor relations programs.
- Foundation relationship and grant writing experience.
- Excellent skills in verbal and written communication, customer service, and public presentations.
- Self-directed and able to set a personal schedule that maximizes efficiency and results.
- Knowledge of the animal welfare field a plus.
- Experience with developing and maintaining productive working relationships with board members, donors, and staff.

SKILLS & ABILITIES

- Strong organizational skills with the ability to be flexible, multi-task, and work under pressure in a fast-paced environment.
- Sales skills and ability to build productive business relationships.
- Proficiency with Microsoft Office, basic graphic design, and experience with database management. Experience with Little Green Light a plus.
- Comfortable being around and/or handling companion animals.
- Excellent interpersonal communication, relationship building, and stewardship skills; ability to personally connect with, network, and engage diverse groups.
- Flexible with a strong work ethic and an entrepreneurial spirit to accommodate multiple responsibilities and shifting priorities.
- Ability to work occasional weekends and evenings. Willingness to adjust hours to accommodate the needs of the job.
- Commitment to a positive, fun, and team-oriented working environment.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Normal office environment as well as offsite events and activities. It is necessary to view and type on computer screens for long periods requiring eye-hand coordination and finger dexterity and working in an environment that can be very stressful.
- May involve speaking engagements and/or travel to meetings and attendance at early morning, evening, or weekend meetings/events.
- Requires some lifting occasionally (up to 30 pounds).
- Potential exposure to zoonotic diseases, dangerous and fractious animals, and high noise levels. Work schedule is typically Monday through Friday. Work schedule and hours may



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vary; evenings and weekends may be required. Requires working with and among shelter animals.

- Must possess and maintain a valid Maine class C driver's license and have a satisfactory driving record.

To apply, please submit a resume, cover letter, and three references to director@popehumane.org with "Development Director" in the subject line. No phone calls, please.