



## Job Description

**Job Title:** Director of Development  
**FLSA Status:** Full-Time, Exempt  
**Date Effective:** February 2018

### **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, humane education and community outreach, and thrift store operations.

### **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; researches 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.
- 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.
- Develops and oversees a comprehensive and strategic marketing and communications plan; establishes media relationships and serves as a media spokesperson on occasion.
- 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 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.
- Must be at least 21 years of age (for insurance purposes); 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.