



### Job Description

#### **Director of Development/Fundraising Services**

**Job Title:** Director of Development/Fundraising Services

**Supervisors:** Executive Director

**Classification:** Full Time/Salary/Exempt/Full Benefit

**Pay Rate:** Annual Salary \$35,000 to \$45,000

**Work Schedule:** Monday - Friday 8-5 as needed on Saturday and Sunday

**Physical Demands:** Individuals will frequently be required to speak publicly; stand, walk or sit for extended periods of time, hear sufficiently; reach, bend or stoop, regularly lift and carry up to 40 pounds.

**Occupational Disclaimer:** This position works daily in an animal shelter. This position will come in direct contact with animals and will be exposed to animal related smells and sounds.

#### **Minimum Qualifications:**

- ✓ Must have a AA, BA or MA degree in related field or equivalent related work experience
- ✓ Must have 3 years work experience in non profit fund raising, development and public relations
- ✓ Must have 3 years supervisory or management experience
- ✓ Must have advanced public speaking skills
- ✓ Must have advanced written and oral skills
- ✓ Must have intermediate computer skills
- ✓ Must have intermediate bookkeeping experience
- ✓ Must demonstrate professionalism, courtesy, tact and sound judgment
- ✓ Must have a valid and clean Washington State driver's license and current automobile insurance
- ✓ Must be able to pass an employment background check and drug screening

#### **Specific Duties:**

- ❖ To establish and maintain the Development policies and procedures, as well as, learn and follow the Humane Society's policies and procedures and city, county and state requirements in regards to fundraising
- ❖ To promote a positive image of the Society through positive public relations
- ❖ To establish and maintain effective and cooperative working relationships with staff members and other departments
- ❖ To develop and implement an annual business plan and manage an annual budget
- ❖ To oversee and manage the development of community awareness, media relations and public information programs
- ❖ To oversee and manage foundation and corporate giving program
- ❖ To oversee the research and writing of grant/funding proposals
- ❖ To prepare a monthly Development/Fundraising report for the Executive Director
- ❖ To contribute to the development of AVHS in strengthening the relationship between donors and the Society
- ❖ To serve as staff assistant for the Board of Directors Nominating Committee
- ❖ To work closely with the Executive Director in defining and advancing the organization's mission, vision and position strategy
- ❖ To develop and manage donor recognition program
- ❖ To oversee and manage the donor database
- ❖ To oversee and manage the production of the newsletter
- ❖ To oversee and manage the direct mail and appeal programs
- ❖ To create, implement, and maintain "A" and "B" type fund raising events and their evaluation reports.
- ❖ To identify and recruit volunteer leadership and direct special events.
- ❖ To plan and evaluate all fund- raising programs that the society sponsors and review their efficiency and profitability.
- ❖ To attend board meetings and fundraising events as needed
- ❖ To respond to emergency calls while off duty
- ❖ To perform other reasonable duties time to time, as assigned by the Executive Director

#### *Auburn Valley Humane Society Mission Statement*

*The Auburn Valley Humane Society is dedicated to providing shelter, quality care and love for all the lost, mistreated and abandoned animals in Auburn. AVHS utilizes all available resources to ensure each animal is placed into a loving and forever home and promotes responsible pet ownership through education and outreach.*