ANDERSON ANIMAL SHELTER
Position Description

TITLE: Director of Development

REPORTS TO: Executive Director

SUMMARY OF RESPONSIBILITIES:

The Director of Development ("Director") has the primary responsibility for the design, strategy, implementation and ongoing review of a comprehensive development plan for Anderson Animal Shelter. The Director also oversees all areas of fundraising including: major gift solicitation and stewardship; planned giving; direct mail campaigns; membership; grant writing and; development-related special events. The Director also will be integral to planning and implementing any capital campaign undertaken by Anderson Animal Shelter.

SPECIFIC DUTIES:

- Working with the Board of Directors and the Executive Director, assume primary responsibility for developing and implementing a strategic plan that establishes short and long-term development goals with a particular emphasis on major gift activity, including individual, corporate and foundation support and planned giving.
- Identify, solicit, and steward appropriate public and private funders for the Anderson Animal Shelter's programs. This will include grant proposal development.
- Work with the Board, Executive Director, other staff as necessary and outside resources to create a universal message that positions Anderson Animal Shelter as a leader in the humane field in our community.
- Communicate clearly to stakeholders, especially Board and donors, the Shelter's need for support and use of private funding for program enhancement. This includes creating and contributing to Shelter publications.
- Assist the Executive Director and the Finance, Audit and Investment Committee in creation and management of annual budget as it pertains to development.
- Serve as a member of the Fundraising Committee, working with Board members, Executive Director and volunteers to coordinate efforts, strategize work and effectively plan and meet goals for the organization.
- Plan and implement fundraising special events as outlined in development plan.
- Represent Anderson Animal Shelter in the community in a manner that is consistent with the organization's mission and values.
- Attend all Board of Director meetings and other meetings as necessary.

Requirements:

- Must have a minimum of four years of development experience, including demonstrated success creating and implementing a comprehensive development plan, planned giving and major gift development. Capital campaign experience a plus.
- Must be member of National Association of Fundraising Professionals. CFRE-certified preferred.
- Must be able to synthesize complex ideas into a coherent message for both internal and external audiences.
- Must be able to quickly absorb and discern complex issues, make principled judgments in a variety of situations and act decisively under stressful conditions.
- Must be knowledgeable about companion animal welfare issues and demonstrate a passion for fundraising and the mission of Anderson Animal Shelter.
- Must possess exceptional communication skills and the ability to effectively interact with diverse groups of people.

- Should demonstrate strong administrative skills and participatory management style while also being self motivated, flexible, highly organized and driven to succeed.

Physical Demands:

Must be able to lift a minimum of 50 pounds. May be required to lift heavier loads with the assistance of another person or implement. Work that is performed both in and out of the shelter may require lifting, bending, stooping, pushing and other moderately strenuous activities.