

Rutland County Humane Society Job Description

Job Title: Development Director

Position Reports to: Executive Director

Job Purpose Summary: The Development Director is responsible for stewardship and donor relations, annual giving, corporate and foundation support and planned giving. This role is responsible for designing, implementing and maintaining a comprehensive advancement plan for the agency. It will develop a strategy to build awareness, engagement and giving in support of the Rutland County Humane Society.

Key Responsibilities:

- Explore, develop and employ new and multi-channel fundraising strategies to increase revenue and donor participation, while building on the success of current programs
- Expand donor base with strategies to continually grow the donor pipeline over multiple years
- Oversee capital campaign, working closely with the consultant and the capital campaign committee
- Play a direct, lead role in forging productive long-term relationships yielding sustained support and formulate engagement strategies
- Effectively leverage staff and Board Members in fundraising efforts
- Effectively convey the organization's mission, objectives, programs, outcomes and impacts in asks, in one-on-one conversations and with larger groups
- Develop and implement thoughtful and strategic cultivation, solicitation and stewardship plans for prospective major gift donors
- Qualify existing donors, identify prospects with growth potential and develop individualized cultivation plans
- Create and implement regular plans to re-engage lapsed donors
- Provide fundraising event support
- Other duties as assigned

Qualifications:

- BA, BS or Associates Degree or at least 3 years working in an associate director or director of development position in a non-profit organization required.
- Excellent understanding of private philanthropy as it relates to the non-profit organization
- Ability to initiate, analyze, monitor, evaluate and alter strategic advancement plans
- Comprehensive understanding of fundraising, including basic selling skills, proper stewardship, and various approaches to generating revenue as well as knowledge of e-mail, direct mail and telephone techniques
- Demonstrated track record of working successfully with donors of all giving levels, cultivating relationships stewarding and closing large gifts
- Ability to articulate the case for support so that donors and prospects embrace the vision, mission and goals of RCHS
- Demonstrated interpersonal skills to establish, build and maintain effective working relationships with donors, volunteers and colleagues
- In addition to these general skills, the position requires the ability to participate in all aspects of the gift cycle: 1. To initiate contacts with potential major donors, 2. To develop appropriate cultivation strategies for them, 3. To move potential donors in an appropriate and timely fashion toward solicitation and closure, 4. To make solicitations when appropriate, 5. To maintain stewardship contacts with donors.
- Excellent verbal, written, interpersonal, analytical and organizational skills required
- Ability to maintain a high level of confidentiality
- Analytical skills to research and identify potential donors
- Ability to use web-based systems
- Knowledge of Microsoft Office products
- Attention to detail
- Ability to multi-task
- Ability to work in a fast-paced environment
- Time management
- Excellent organization skills

- Problem solving skills
- Ability to work independently and as part of a team
- Ability to quickly adapt and change

This is a full-time position, working approximately 35-40 hours a week, working Monday through Friday although weekend hours may be needed. Salary commensurate with experience. Interested applicants should send their resume, cover letter and salary requirements to rchs@rchsvt.org. No calls or visits, please.