



Development Director Job Description

SUMMARY

Reporting to the Board of Directors (BOD), the Development Director (DD) of Friends of Pima Animal Care Center (Friends of PACC, FOP) is the key management leader responsible for overseeing the administration, programs, fundraising, marketing, community outreach, and strategic plan of the organization. The DD plays the lead role in ensuring that the organization's strategic plan provides Friends of PACC with the financial resources to deliver on its mission of supporting Pima Animal Care Center and enhancing its efforts to save the lives of pets in need. The DD works collaboratively with the staff, board members, volunteers, donors, and other organizations to ensure strategic targets are met.

Essential Functions

- Build and manage all donor relationships, including an extensive donor pipeline. Increase donor recognition and retention, increase reach/penetration of workplace campaigns within existing partners, and cultivate new corporate partnerships.
- Lead and manage all fundraising initiatives such as corporate campaigns, corporate grants, Major Gifts, Planned Gifts, and new business. Partner with Pima Animal Care Center on foundation grants, individual giving, event revenue, and other fundraising vehicles. Grow our fundraising efforts with a solid strategy and execution plan.
- Manage and personally solicit a group of major gifts donors and coordinate the cultivation of new prospects; develop a strategy around how the organization grows major gifts, including the introduction of planned giving vehicles.
- Oversee tracking and qualifying of major and planned giving donors.
- Create fundraising strategies to wrap around appropriate events, initiatives, and programmatic work; develop strong communications and recognition of donors and prospects to maintain and build the image of FOP.
- Partner closely with BOD, Staff, PACC Marketing and Director to link fundraising to impact work, including creating engagement opportunities that engender donor loyalty and additional action.
- Develop initiatives that allow for corporate participation beyond the traditional corporate campaign.
- Build and motivate an enthusiastic and effective team that works in cooperation, but independently. Provide semi-annual assessments of team members' performance.
- Leverage FOP BOD members through leadership of the Executive Committee, to increase fundraising results and relationship building. Provide quarterly revenue updates to the Board of Directors.



- Establish annual goals and objectives and be accountable for ensuring that set goals and objectives are met.
- Ensure strong financial systems—accounts payable/receivable, 990 tax forms, and financial audits—are conducted in a timely and professional manner.
- Provide leadership in the preparation and implementation of the budget according to priorities set by the FOP BOD.
- Support executive staff, board members, and other volunteers in all aspects of donor stewardship and solicitation; provide training/coaching as needed.
- Oversee all external communications in conjunction with staff.
- Maintain a collaborative working relationship between FOP staff, PACCC staff, FOP BOD, and Pima County.
- Lead the implementation of the collaborative work plan developed in conjunction with PACCC leadership.
- Provide a credible public presence for FOP through articulate and passionate communication with and among the community.
- Other duties and responsibilities as assigned.

EXPERIENCE REQUIREMENTS:

- At least 3-5 years with a proven track record of fundraising experience gained in relevant positions of increasing responsibility and scope. At least 3 years of direct people leadership with both direct and indirect reports.
- Proven success in fundraising with major and principal gifts.
- Demonstrated fundraising track record in corporate, foundation, workplace, individual, and major gifts along with additional sources of revenue generation.
- Change Management experience – training team members and others in the organization to think creatively and sustainable modeling.
- Proven success in maintaining the “blocking and tackling” of fundraising while exploring new technologies and methods of connection with donors.
- Experience in linking fundraising efforts to community impact; good knowledge about community impact work, metrics, and grant-making.
- Experience building, developing, and retaining strong relationships with donors and volunteers, including board members. A collaborative and communicative workstyle that translates into strong results with donors as well as internal partners.
- Experience in Microsoft Office suite (Word, Excel, PowerPoint primarily), Donor Snap (or other CRM), and other fundraising tools, as they pertain to the electronic maintenance of donor tracking, acknowledgments, communication, and event notifications.



PERSONAL ATTRIBUTES:

- Outstanding communication skills: an attentive listener, articulate speaker, and clear and persuasive writer.
- Excellent strategic, organizational, and project management skills. A decisive, “rollup-the sleeves,” results-oriented individual who can keep seemingly diverse projects moving forward within a consistent strategic framework.
- Must have the ability to motivate and inspire confidence among staff, colleagues, volunteers, and donors. A leader whom people want to follow.
- A self-motivated, confident, and influential style that is coupled with sensitivity and flexibility. A strong leader with high emotional intelligence and professional standards.
- Character and substance; a person with the highest ethical standards.

Physical Demands/Working Conditions

- Intermittent physical activity including bending, reaching, and prolonged periods of sitting and using a computer.
- Ability to work in an environment with cats, dogs, and other animals.
- Able to lift up to 20 pounds.
- Travel as required.
- Full-time, yet flexible hours, may include weekends and evenings.

EDUCATION AND CERTIFICATIONS:

- A four-year degree from an accredited college or university is required.
- Certification from the Association of Fundraising Professionals or equivalent is highly desired. CFRE
- Knowledge of/experience within the animal welfare sector is a plus.

Salary range and benefits: This is a full-time exempt position with a salary range between 85,000-105,000 based on qualifications and experience. Friends of PACCC offers the following benefits: employee only medical employee-paid vision/dental plan, PTO and sick time, and a 401K plan.

Friends of PACCC has two offices: one at Pima Animal Care Center and one at the Community Foundation Campus at 5049 E. Broadway Blvd. This position will be expected to work from both offices depending on daily schedule.



APPLY: Open until filled. Interested candidates please email a cover letter and resume with “Development Director” as the Subject line, to hiring recruiter at chair@friendsofpacc.org
Applications that do not contain all the required documents will not be considered.

No phone calls please.

Friends of Pima Animal Care Center is an equal opportunity employer, and complies with all Federal and Arizona State laws, regulations, and executive orders regarding nondiscrimination and affirmative action.

Pre-Employment Screening:

Friends of Pima Animal Care Center conducts pre-employment screenings for all positions, which includes a background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States.