

**The Humane Society of Southern Arizona  
Chief Development Officer  
Job Description**

**Title:** Chief Development Officer (CDO)  
**Department:** Development  
**Reports to:** Chief Executive Officer  
**Classification:** Exempt  
**Supervises:** Major Gift Officers, Donor Data Manager, Other Development Staff, Marketing and Communication Staff, Volunteers as assigned  
**Salary:** 90,707 to 136,060  
**Job Purpose:**

Working in partnership with the CEO, the Chief Development Officer will provide leadership and strategic vision to a full complement of organizational advancement efforts: all fundraising, communications and community relations activities. The CDO will manage and oversee all of the Humane Society of Southern Arizona fundraising and public relations activities, including major gifts and individual donors, events, corporate contributions, foundation and government grants and contracts. You will be responsible for community relations, communications, and marketing program (website, social media, newsletters, branding, and writing guidelines) that ensures messaging integrity, raises the organization's profile, and protects the Humane Society of Southern Arizona reputation.

**Essential Duties and Responsibilities:**

- Work closely with the CEO, board, and other constituencies to plan and execute a comprehensive development plan based on long and short-term needs.
- Plans, implements, and manages the development/communications program designed to meet the goals and objectives as defined by the strategic plan.
- Play a key, hands-on role in identifying, cultivating, and soliciting a Major Gift program to meet the annual fundraising goals of HSSA, including but not limited to: strategy development, portfolio assignments, training, and support for MGO's, monitoring and reporting. Ensures fundraisers engage in forward-facing one-on-one fundraising efforts with donors, including in-person donor meetings. Provide strategy and guidance on cultivation, solicitation, and stewardship, and ensure the movement of prospects throughout the gift cycle (moves management).
- Oversee the communications efforts for all publicity, promotion, and public information activities, as well as monitor the writing, editing, and producing of program brochures, annual reports, website, and other written materials
- Guides the direction of the direct mail program and its vendors, ensures implementation of all other annual campaign fundraising activities (e-campaigns, employee giving campaigns, social media, and crowdfunding efforts, etc.), and oversees the development budget to maximize resources, set and achieve department goals.
- Develops an organizational donor engagement strategy and ensures it is operationalized and implemented, with activities that include but are not limited to: VIP events, phone calls,

donor stewardship meetings, and special donor recognition. Ensures staff understands the importance of even small donations is to the organization and how to solicit them.

- Develop annual revenue goals and plans to diversify and increase the organizational budget through a comprehensive development strategy to include foundation and individual donors (Corporate donations, major donors, smaller-level donors, online, etc.), as well as other appropriate sources. Work with the Development Committee of the Board of Directors to establish and implement an annual calendar of fundraising and communications activities.
- Oversee the Development CRM integrity process and the stewardship, gift accounting, and reporting functions, ensuring that all donors receive personal and timely acknowledgment of their gifts.
- Lead and engage the senior management team, including Communications, in developing effective messages for new and broader donor audiences.
- Manage company brand and reputation with the marketing and communications team to ensure integrated design and production of appeals, annual reports, emails and e-newsletters, special campaigns, and social media campaigns for fundraising purposes and to ensure the public views the organization favorably.
- Join/participate in appropriate professional associations, as necessary.
- Hire, supervise, motivate, and train staff when necessary; ensure that appropriate systems and procedures are in place to support HSSA's future fundraising goals; identify and develop professional growth opportunities for the development staff
- Perform other duties as assigned.

**Working Conditions:** Work is performed at an animal shelter in an office space. Potential exposure to zoonotic diseases, animal bites and scratches. Potential exposure of infectious diseases to owned animals. Exposure to high noise levels when in kennels. May drive company vehicle in performance of company business.

**Skills:**

- Expert knowledge and usage of Donor CRM systems, MS Office and Google Suites, and work technologies.
- Expertise in and experience in donor research, direct mail strategy and management, major gifts program management, and donor engagement practices.
- Proven leadership skills, with experience including employee development and engagement, team-building, mentoring, motivating, and fostering an environment of collaboration and transparency in pursuing fundraising goals.
- Ability to serve as a strategic thinker, capable of providing positive and proactive solutions to fundraising-related challenges and opportunities.
- Excellent customer service skills, including the ability to work with donors in emotionally sensitive gift situations.

- Excellent oral and written communication skills.
- Ability to support the Board of Director's and CEO's visions and work collaboratively with the CEO to achieve results.
- Ability to understand the needs and interests of leadership and major gift donors to develop relationships between them and HSSA.

**Qualifications/Educational Background:**

- ◆ Bachelor's degree in business or commensurate experience in a related field preferred.
- ◆ At least 5 years of C-Suite or senior-level fundraising leadership experience.
- ◆ At least 5 years of supervisory and budget management experience. Possession of a valid Arizona driver's license and driving record acceptable to HSSA insurance carrier.

*This job description is not intended to be an exhaustive list of all duties, working conditions or qualifications associated with the job. Leadership reserves the right to revise expectations at any time.*

Link to Application

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=5884064](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5884064)