



## The Humane Society of Southern Arizona Job Description

**Title:** Director of Development

**Department:** Development

**Reports to:** Chief Development Officer

**Hiring Range:** \$61,000 to \$81,000 (exempt)

**Supervises:** Development Operations Manager, Donor Stewardship and Data Administrator, and Development volunteers

### **Job Purpose:**

The Director of Development (DOD) is a versatile frontline fundraiser whose contributions are critical to the successful operation of HSSA's Development Department, which is responsible for raising over \$4M in revenue each year. Reporting to the Chief Development Officer and supervising the Development Operations Manager and Donor Stewardship and Data Administrator, the DOD helps ensure the Development office provides excellent internal and external customer service, while maintaining their own portfolio of ~70 leadership- and major gift-level donors, seeking to secure donations of \$10,000+.

The DOD provides strategic input into the annual Development Plan with a focus on identifying, cultivating, soliciting, and stewarding annual donors at all levels, and reports monthly on related progress and outcomes.

The DOD is a supportive partner to the CDO and CEO, providing writing and editing assistance, donor research, and relationship-building support on larger solicitations.

The successful candidate collaborates with the shelter's lifesaving program leaders, marketing and development colleagues, and outside contractors, to gather support from individual, foundation, and corporate donors. The DOD uses HSSA's donor management software (Salesforce) to chart and follow a moves-management strategy for all assigned donors. They create and implement personalized stewardship plans. The DOD is responsible for planning and executing VIP donor events, leads behind-the-scenes shelter tours, and serves as a respected voice for the organization with assigned donors and stakeholders. This position proactively communicates with supporters, rapidly and professionally responds to unplanned donor inquiries, and serves as an organization-wide model for customer service.



This position is anchored onsite, with flexibility for offsite donor meetings, and occasional evening and weekend work required.

**Essential Duties and Responsibilities:**

- Identify, cultivate, solicit, and steward major individual, corporate, and foundation gift opportunities to achieve fundraising goals.
- Maintain a personal portfolio of ~70 current and prospective major donors, with a focus on securing gifts of \$10,000 and above.
- Supervise the Development Operations Manager, Donor Stewardship and Data Administrator, and development volunteers in the successful execution of the Annual Development Plan.
- Understand and abide by HSSA's gift acceptance policies.
- Continually make measurable moves, including phone calls, in-person or virtual meetings, and solicitations to meet performance goals.
- Provide strategic input, writing and editing assistance, research, and relationship-building support to the CEO and CDO on larger solicitations.
- Coordinate with contractors as required to meet Development program goals.
- Help create strategic communications for annual giving donors, collaborating with the Marketing and Communications Director.
- Plan and execute VIP donor events, lead behind-the-scenes campus tours, and serve as a spokesperson for the organization with key stakeholders.
- Direct personalized donor stewardship/recognition efforts for select prospects and donors.
- Help train front-line HSSA staff and volunteers on donor-focused customer service strategies, to build a culture of philanthropy throughout the organization.
- Communicate progress reports and analysis to executive leadership.
- Use Salesforce consistently and effectively to document information and moves, analyze past giving behavior, project potential giving behavior, and prioritize donors.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Advanced knowledge of fundraising methods, and a proven record of accomplishment raising significant funds from multiple sources.
- Demonstrated experience raising major gifts from individual donors is essential.



- Excellent leadership, relationship, and trust-building skills.
- Strong analytical and critical thinking skills.
- Proficiency in using Salesforce as a high-functioning nonprofit CRM.
- Demonstrated ability to respond to personal information with accuracy, confidentiality, timeliness, and due diligence.
- Ability to work in response to frequently changing priorities.
- Excellent written, verbal, and interpersonal communication skills, and exceptional customer-service skills.
- Proficiency in the Microsoft Office software suite; especially Word, Outlook, and Excel.
- Ability to manage and advise staff who work with software and CRM.
- Ability to work effectively and communicate well with internal and external stakeholders.
- Self-directed and excited by improvement and growth.

**Qualifications/Educational Background:**

- A bachelor's degree or equivalent experience.
- Five or more years successfully raising funds in a nonprofit setting.
- 2 or more years of supervisory experience.
- Possession of a valid Arizona driver's license and driving record acceptable to HSSA insurance carrier.

**Working Conditions:** Work is performed at a modern 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.

To apply, visit <https://hssaz.org/about-us/join-our-team>