



Title: Development Director

Position Summary: The Development Director is responsible for leading, planning, organizing, and directing all of the Animal Rescue League's fundraising including major gifts, grant writing, direct mail, online giving, planned giving, special events and capital campaigns. The Director works closely with the Executive Director in all development and fundraising endeavors to meet the organization's annual fundraising budget and to significantly increase long-term fundraising revenue through an emphasis on major and planned giving.

Supervisor: Executive Director

Knowledge, Skills, and Abilities

- Must embrace the mission of the Animal Rescue League and have a passion about animal welfare.
- Strong interpersonal and writing skills with the ability to communicate effectively with supporters, board members, staff and co-workers.
- Have knowledge and experience in fundraising techniques.
- Possess the skills to work with and motivate staff, board members, and volunteers.
- Must get out of the office on a daily basis to build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls. Experience working with high-net worth donors preferred.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Experience supervising and engaging a professional staff.
- Working with the Executive Director and Controller on preparing and managing a budget.
- A Bachelor's Degree in related field highly desirable.

Responsibilities and Duties

- Work with Executive Director and Controller to create and directly implement annual budgets and fundraising strategies for major gifts, grant writing, direct mail, online giving, planned giving, special events and other fundraising projects as needed.
- Develop and grow individual donor base through management of all direct mail campaigns, including but not limited to supervision of the writing all appeals.
- Coordinate with Marketing Director, strategies and target lists, and to create, package, and mail donor acquisition mailings.
- Cultivate and nurture relationships with current and potential individual donors, and corporate & foundation sponsors (including the production and oversight of all donor, sponsor and member correspondence, and letters of acknowledgement).

- Create and implement a strategy for increasing donor annual and major gifts with Marketing Department.
- Coordinate microchip and/or vaccine clinics once sponsorship has been confirmed.
- Lead and oversee efforts to identify major and legacy giving donor candidates in the donor database and elsewhere.
- Complete research and writing of grant proposals to corporations and foundations for operational and program support. Work with the management team to identify funds needed, preferred funding targets, and approaches. Track and report on all grant spending and program progress to funders to ensure future funding opportunities.
- Supervise the coordination of all fundraising special events to include the annual gala.
- Work closely with the Marketing Director to develop and implement comprehensive marketing and public relations strategy through management of the website, mass e-mails, and social media.
- Work in partnership with the Executive Director to create more opportunities to cultivate the Board of Directors and engage the board in fundraising.
- Database and Records Management
- Maintain security and quality controls of donor information.
- Work with accountant to generate queries, reports, exports and any other collection of data as needed for financial reports.
- Create reports on fundraising progress to the Executive Director on at least a quarterly basis.
- Develop an annual fundraising business plan in harmony with the budget.

Work Environment:

- Exposure to odors and airborne particles including animal fur and toxic chemicals
- High levels of noise
- Department Hours of operation between 8am and 8pm seven days a week, flexible work hours may be required (including holidays, weekends, and overtime)
- Physical requirements include being able to withstand prolonged periods of sitting or standing; lifting or moving up to 25 pounds.

Overtime: This position is exempt from overtime.

Full-time, exempt, competitive salary, education opportunities, plus benefits, including medical, prescription, vision and dental insurance, sick leave, annual leave, and IRA plan. Will require nighttime, weekend and holiday work.

Note: This job description is not intended to be all-inclusive. Employees may be required to perform other related duties to meet the on-going needs of the organization.

ARL is committed to being an Equal Opportunity Employer, and does not discriminate because of race, color, creed, gender, religion, national origin, disability, age, pregnancy, genetic predisposition or carrier status, marital status, citizenship status, or sexual orientation. Accommodations will be provided to qualified individuals requiring them. EOE/M/F/D/V/SO.