

# Peninsula Humane Society & SPCA

## Fundraising Manager

**Job Title:** Fundraising Manager  
**Division:** Development, Planned Giving & Community Engagement  
**Reports To:** Senior Vice President, Development, Planned Giving & Community Engagement  
**FLSA Status:** Exempt/Full Time  
**Salary:** \$70K - \$90K per year DOE  
*Excellent Benefits Package Available*

**Summary:** This position supports PHS/SPCA's Senior Vice President of Development, Planned Giving & Community Engagement and is responsible for annual fund programs, grant writing, budgeting, and donor relations.

**Essential Duties and Responsibilities** include the following (other duties may be assigned):

- Assist the Senior Vice President of Development, Planned Giving & Community Engagement with solicitations, donor cultivation, reports, preparation of budget, research, and clerical duties related to a smooth functioning development department.
- Train and supervise development staff and volunteers.
- Work with direct marketing firm on strategizing, mail schedules, file requests, segmentations, email and mail solicitations, identifying animal stories, etc.
- Responsible for Annual Fund programs, including:
  - Wish lists and in-kind gift acknowledgements
  - Tribute gift program
  - Car donation program
  - Donor naming opportunities
  - Matching gift program
  - Monthly giving program
  - Maintaining/creating online donation forms and relationship with online retailers
- Research and apply for grants and prepare resulting reports.
- Donor cultivation, including giving tours and presentations to donors.
- Contribute to newsletter, website, social media, and various forms of communication by writing articles, submitting donor lists, etc.
- Responsible for monthly donor e-newsletter.
- Prepare various Development reports.
- Responsible for overall maintenance and integrity of donor information, queries, and reports in the database.
- Oversee gift processing from entering gifts to thank you letters.

### **Supervisory Responsibilities:**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Directly supervises the Development staff and volunteers.

**Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to handle multiple projects and work independently is a must.

**Education and/or Experience:**

Bachelor's degree in a relevant field; or five years related experience and/or training; or equivalent combination of education and experience.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of donors or potential donors.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate ratio and percentages.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, and individual should have knowledge of Microsoft Office. Experience with Raiser's Edge (and/or other development software) is preferred.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. They include, but are not limited to the following: able to lift or move up to 25 pounds; stand or sit for extended periods of time; reach to an arm's length.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the tasks listed elsewhere in this document, incumbent may be exposed zoonotic diseases and noise, occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate..

*We are an Equal Opportunity Employer and welcome a diverse pool of applicants.*  
EOE/M/F/D/V