

# Development Director

Peninsula Humane Society & SPCA opened its doors in 1950 and serves the San Mateo County community with the following services: animal adoptions, lost and found, animal control, cruelty investigation, community outreach/education, wildlife rehabilitation, spay/neuter, pet loss support groups, and our Hope Program that helps the neediest shelter animals with medical and/or behavioral problems. See our website for more information: [www.phs-sPCA.org](http://www.phs-sPCA.org). We are seeking a Development Director with strong leadership and donor relation skills; proven success in fundraising strategy and techniques; excellent written and verbal communication skills; experience with Raiser's Edge preferred, but not required.

**Summary:** This position supports PHS/SPCA's Senior Vice President of Development, Planned Giving & Community Engagement and is responsible for executing individual donor, corporate and foundation giving programs. 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.
- Plan, manage and oversee fundraising campaigns
- Solicit corporate contributions and sponsorships as necessary
- Identify, engage and develop relationships with new donors
- 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 and recognition, including giving tours and presentations to donors, and holding receptions
- 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 throughout the year including budget 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.

**Qualifications:**

Ability to handle multiple projects and work independently is a must. 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.

**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:**

Excellent written and verbal communication 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, an individual should have knowledge of Microsoft Office. Experience with Raiser's Edge (and/or other development software) 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**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. 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