

Development Director 2022

Job Title: Development Director

Reports to: Executive Director, St. Augustine Humane Society

JOB Summary

St. Augustine Humane Society (SAHS) provides low-cost and free services to pet owners who need assistance. All programs are designed to prevent the relinquishment of pets to shelters due to a pet owner's hardship: Pet Food Pantry, Veterinary Clinic, Spay Neuter Surgery Center, Dog Training

The Development Director for SAHS heads the ongoing fundraising, planned giving program objectives, and operational needs. The Development Director coordinates the nonprofit donation strategies and staff/volunteer leadership.

The Development Director organizes large-scale fundraising initiatives, works with board members, identifies and writes grants, manages the annual fund, builds relationships with donors together with the Executive Director, identifies and cultivates relationships with prospective major gift donors, grows small donors, oversees in-kind donations, manages donor database and works with the volunteer coordinator to support volunteer management.

Essential Functions Performed

- Plans major giving programs
- Researches major gift donor prospects
- Works with Executive Director to grow relationships with major gift donors
- Develops donor solicitation strategy for major gift prospects
- Designs and operates donor stewardship programs
- Tracks and assesses major gift fundraising metrics
- Identifies and stewards prospective donors
- Works with fundraising volunteer advisors
- Creates major gift proposal documents
- Utilizes major giving fundraising and marketing tools, including on-line tools
- Works collaboratively with board members and staff on fundraising
- Researches and writes grants
- Plans and implements large fundraising events
- Prepares monthly development reports to track progress

JOB Specifications

Experience

- Minimum of 3 years' experience in comprehensive fundraising methods
- Minimum of 3 years' experience in identifying sources of funding for nonprofit organizations
- Minimum of 3 years' experience in grant writing

Skills Required

- Evidence of Grant Awards
- Evidence of meeting organizational fund-raising goals
- Evidence of managing special events
- Facility in using donor management systems
- Skilled communicator, with superior interpersonal, verbal, and written skills
- Time management skills
- Grant writing skills
- Flexibility Service mentality
- Organizational and Leadership skills

Resume AND Cover Letter ARE Both Required

Job Type: Full-time or Part-time

Salary: Depends on experience, If full-time: \$38,000 to \$45,000

Work Location: One location

Benefits:

- Paid time off
- Flexible schedule