



LARIMER HUMANESOCIETY

Development Manager

Job Title:	Development Manager
Department:	Development
Job Classification:	Full-time, Salaried, Exempt Position
Job Relationships:	Reports to Director of Development and Community Relations; Supervises Events and Development Coordinator, Development Associate and Development Associate Lead; Supervises volunteers
General Purpose:	Responsible for managing day-to-day operations of the division

The Development Manager engages in the planning, budgeting and evaluation of all annual fund raising activities to build support and awareness of Larimer Humane Society's mission, programs and achievements. Manages a portfolio of corporate, foundation and individual donors and takes a leadership role in donor retention and moves management strategy and activities. Manages and develops staff. Assists the Director of Development and Community Relations and the CEO with Board of Directors support, training and development.

Major Duties and Responsibilities:

- **Annual Giving Program Management**
 - Oversees all annual giving planning and budgeting
 - Manages annual giving programs, including direct mail campaigns, foundation and corporate grants, donor giving clubs, fundraising events and projects, fundraising database, donor recognition and tribute programs
 - Manages operations of department, including budget and personnel management
 - Manages and assures effective and donor-centered gift acknowledgement programs
 - Works closely with and supports staff and volunteer efforts to prepare for and coordinate annual events including Top Cat & Tails Gala, Fire Hydrant 5k, annual donor recognition events, and third party events
 - Manages solicitation of sponsorships for annual events and other events as needed. This will include cultivation, solicitation, fulfillment, and stewardship of sponsorship donors
 - With Director of Development and Community Relations, coordinates development communications strategy including donor newsletters, articles and ads for publications, etc.

- **Prospect and Donor Management**
 - Maintains active portfolio of individual, corporate and foundation prospects and donors
 - Responsible for grant writing and reporting process
 - Manages corporate sponsorship program, including development of packages, oversight of solicitation, fulfillment and stewardship
 - Manages fundraising database including contributing to database design, participating in setting up and tracking of activities, actions and moves management system. Implements database changes as necessary to meet department priorities.

- **Staff Management and Development**
 - Makes employment decisions and supervises, guides, evaluates and counsels staff
 - Provides for professional growth and training of staff
 - Assures that direct reports are well versed on the history, philosophy, programs, services and current department activities and are able to accurately and professionally articulate the same to donors and members of the public
 - Leads by example and serves as a role model for our Standards of Professional Conduct and professionalism

Other Duties/Responsibilities:

- Works with the Director of Development and Community Relations and the CEO to involve Board members in development activities
- Assists with the implementation of outreach/marketing events as needed
- Assists with development of direct mail, newsletters and annual report as needed
- Attends required meetings and serves as a member of the management team
- Other duties as assigned

Job Qualifications:

- Minimum of Bachelor's degree or equivalent applicable work experience
- Minimum of three years' experience in full circle philanthropic development including prospecting, cultivation, solicitation and stewardship
- Minimum of three years demonstrated management and coordination of large events
- Minimum two years staff supervisory experience
- Minimum of one year database analysis and management experience; proficiency in Microsoft Office programs; fluency in Raiser's Edge and Classy (or similar online giving platform) a plus
- Strong attention to detail, ability to maintain strict confidentiality and be self-motivated and disciplined
- Excellent organizational, written, oral and interpersonal communication skills required. Public speaking experience required
- Professional demeanor and proven emotional intelligence, work ethics and integrity skills
- Animal welfare experience a plus

Knowledge/Skills/Abilities: Proven management, supervisory leadership and training experience; Demonstrated exemplary customer service in all interactions; proven and effective oral, written and interpersonal communication skills; high level of accuracy, flexibility and ability to meet tight deadlines; ability to set priorities and manage multiple people, projects and tasks; ability to identify and implement tracking system for prospects and donors; confidence in soliciting donations and negotiating sponsorships; strong organizational skills; ability to work cooperatively with and lead a team; ability to effectively manage volunteers; ability to exercise sound judgment in all circumstances especially when working with confidential information. Must have proven emotional intelligence, work ethic and integrity skills.

Working Conditions:

Work Environment: Open office space possible; Exposure to animals; Potential exposure to zoonotic diseases, animal bites and scratches, Exposure to high noise levels when in kennels; Work may be performed outdoors with exposure to all weather conditions.

Physical Activities: Able to sit, perform computer work, drive, stand, bend, squat, walk, and talk for up to eight hours a day or more with breaks; lifting and carrying of up to 35 pounds and more with assistance; able to work a flexible schedule with weekend and evening shifts as needed. Able to drive on behalf of the Organization.

Other: Must be at least 21 years of age (required for insurance purposes); Valid Colorado Driver's License and insurable driving record. Able to work a flexible schedule including evenings and weekends as required.

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Larimer Humane Society is an equal opportunity employer. Larimer Humane Society conducts background checks, DMV checks and requires drug testing of all employment candidates. Benefits include medical, dental, vision, supplemental accident insurance, matching 403b and more.