



JOB DESCRIPTION

Job Title:	Development Director	Department:	Development
Training and/or Education:	Bachelor’s Degree preferred or a combination of related work experience	FLSA Status:	Exempt, Full-time
Licenses or Certificates:	CFRE preferred, Valid Driver’s License	Reports To:	Executive Director
Experience:	Previous fund development and/or donor management experience	Supervises:	None
Salary & Benefits:	\$40,000 - \$50,000; DOE Dental, Vision and life insurance, seven paid holidays, sick pay and a generous paid time off plan. We also offer automatic payroll deposits, training opportunities, employee discounts on merchandise and limited veterinary services.		

Summary

Yakima Humane Society is seeking an enthusiastic and passionate individual to join our growing team. Our organization is committed to ending animal suffering, reducing animal overpopulation, and educating the public regarding responsible pet ownership while promoting community kindness to their welfare. We are dedicated to providing comprehensive services that positively impact the lives of community members and their pets, while becoming the model animal welfare organization for Central Washington. This position plays a critical role in managing the fundraising and donor activities in order to raise awareness and financial support for the Yakima Humane Society. The primary focus of this position is making connections with people, motivating and inspiring them to achieve results. Poise and an engaging, empathetic communication style based on natural warmth and enthusiasm is the key to achieving the goals of this position; the work involves driving toward results by enrolling the commitment and buy-in of others. The Development Director will be a key player on our leadership team, as well as a cross-department collaborator working most closely with Marketing & Public Relations. Our organization is evolving and is at a pivotal point in our history; this role is ideal for someone looking to make their mark in a dynamic and growing organization. If you are enthusiastic, creative, and passionate and you possess leadership experience – both in the office and while at play – we want you to join our team and put your passion to work for the people and pets of our community.

Working Relationships

Works closely with Executive Director, Departmental Directors and managers.

Essential Job Functions

1. Leads design and implementation of fundraising strategies for Yakima Humane Society to sustainably achieve annual fundraising, in-kind and special project goals. Create and implement strategies that ensure the financial stability and growth of the organization.
2. Create, write and set up all philanthropic communication for all communication channels working in strong collaboration with the Marketing Director and following brand standard guidelines. Lead and complete all development mailings; including updating lists and preparation of communications.
3. Plan, develop and implement processes for identifying and soliciting potential donors (individuals, corporate and foundation). Attracting and strengthening relationships with donors and funders; including incorporating acknowledgement and recognition into communications activities. Is responsible for data integrity and optimization of constituent and contact software. Manage donor database and tracking system and the production of regular correspondence (letters and email updates) to donors, partners, and key stakeholders.
4. Writes grant proposals and researches potential funding sources; such as foundation and corporate sponsors. Reports to program donors on fund utilization. Coordinate grant-seeking process by researching and evaluating best prospects; organizing and maintaining a resource of funding sources/programs, develop proposals, prepare and submit applications, coordinate grant submissions, comply with grant tracking and reporting requirements.

5. Integrates a culture of fundraising across the organization; coaching and mentoring colleagues. Provide training and support to the board, staff and volunteers in donor engagement activities.
6. Assist in the coordination of events and fundraisers. Staff fundraising event committees.
7. Other duties as assigned by the Executive Director.

Education, Experience, Knowledge, Skills, Abilities

1. Bachelors Degree and CFRE credentials preferred or a combination of education and related work experience.
2. Previous fund development and/or donor management experience.
 - a. Relevant fund development experience includes creating, implementing, and evaluating a combination of donor cultivation, direct mail appeals, major donor appeals, corporate philanthropic giving appeals, sponsorships, special events and donor recognition activities.
3. Experience in writing, editing, publicity, media relations, marketing, publication production and disseminating news releases; desktop publishing experience and skills.
4. Experience working in data-driven and process-driven organizations and advanced computer operating skills; including proficiency in Microsoft Office suites, web-based applications, graphics, donor management and event software (i.e. eTapestry, DonorPerfect, Greater Giving, etc...).
5. Proven track record of building and implementing systems and structures that support significant growth.
6. Solid, persuasive verbal and written communication skills, including the ability to deliver inspiring and succinct presentations and conduct productive meetings. Ability to effectively communicate with diverse audiences. Confident and knowledgeable public speaking skills and ability to express ideas verbally in a variety of situations.
7. Highly developed interpersonal skills that include integrity, assertiveness, confidence and can-do attitude that thrives on challenges, while retaining a sense of humor under pressure.
8. Must be willing and able to work effectively under frequent deadlines, handle multiple projects and task with minimal supervision, work as part of a team, and demonstrate flexibility in accepting and carrying out assignments.
9. Ability to develop and maintain strong community relationships.
10. Commitment to the Yakima Humane Society's mission and values; a genuine passion for the welfare of animals.

Preferred

Bachelors Degree and CFRE credentials with previous nonprofit experience and significant management level experience with responsibility for annual fundraising of at least \$1 million, including a demonstrated ability to implement impactful organizational communication efforts. Candidate should be a highly motivated, enthusiastic self-starter with a professional attitude.

Other Requirements

1. Valid Washington State Drivers License
2. Must pass a Washington State Patrol Background Check and a drug screening

Work Environment

Come to work in a relaxed, business casual, positive and supportive team atmosphere with friendly people doing work that truly makes a difference for both the people and pets of our community. The majority of the work will be accomplished between the hours of 8-5, Monday through Friday, with some flexibility required to attend evening and/or weekend events. Flexibility is also possible with respect to regular work hours as long as it does not interfere with the needs of organization.

The Yakima Humane Society is an equal opportunity employer. This position description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. It in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Yakima Humane Society reserves the right to revise or change job duties and responsibilities as the need arises and as organization requires. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.