



JOB TITLE: **DEVELOPMENT DIRECTOR** for Non-Profit Organization
FULL TIME/PART TIME: **FULL TIME**
REPORTS TO: **CEO and Board of Directors**
LOCATION: **ATLANTA, GA**
SALARY: **Commensurate with Experience**

POSITION SUMMARY

Furkids is the largest no-kill animal shelter in the Southeastern U.S., saving the lives of an average 4,000 cats and dogs each year. The Development Director serves as a key leadership team member and an active participant in making strategic decisions affecting Furkids. Working with the CEO, this position is responsible for all fundraising and development activities. The successful candidate will help forge new relationships to build our organization's visibility, impact, and financial resources. The Development Director, in conjunction with the CEO, will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

The Development Director will work closely with the CEO to implement the infrastructure needed to grow a \$2.2M budget through the solicitation of major gifts, grants, special events, and corporate and foundation support. This position will be expected to expand and diversify Furkid's donor base/pipeline and work closely with other team members to secure funding for new initiatives. In addition, this position will work closely with the board of directors and support board members as they take on a more active fundraising role.

It is expected that the amount raised will increase in future years as the Development Director assists the CEO to systematically and effectively strengthen Furkid's overall fundraising capacity.

DUTIES

In accordance with directives from the CEO and Board of Directors:

RESPONSIBILITIES

- **Design development strategy:** Work with CEO and Board to develop and implement a comprehensive development strategy to include corporate, foundation, government grants, etc.
 - Oversee research funding sources and trends, with foresight, to help position Furkids ahead of major funding and market changes or trends
 - Work with the CEO and Executive Director to identify funds needed, preferred funding targets, and approaches
- **Fundraising:** Conduct research, prospecting, and application to multiple donor sources
 - Work with CEO on development and execution of all proposals; write and archive all proposals with a long-term relationship-management approach
 - Manage capital campaigns, engaging and overseeing staff, board members, and volunteers as necessary
 - Monitor and report regularly on the progress of all development initiatives



- **Build a robust donor base:** Develop and maintain key long-term relationships with donors and prospects
 - Monitor all donor information; provide and present statistical analysis to board and senior leaders
 - Develop and implement a stewardship program aimed at cultivating deeper ties with donors
- **Communicate and train:** Train and mentor Furkids staff to be able to communicate fundraising goals and progress

QUALIFICATIONS

- Bachelor's degree or five-plus years professional experience in a development position
- **Development/Fundraising:** Proven success in development, with experience running capital campaigns and fundraising from multiple donor channels
 - Tangible experience of having expanded and cultivated existing donor relationships over time
- **Project Leadership:** Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior staff/board of directors.
- **Entrepreneurial Spirit:** Takes initiative and actively seeks to deepen current donor relationships and to forge new ones
- **Communications:** Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences
- **Influencing:** Gets others to accept ideas by using convincing arguments, creates a win-win situation and responds appropriately to key stakeholders. Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- **Collaboration:** Effective at working with others to reach common goals and objectives
- **Relationship Building:** Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally
- Strong organizational and time management skills with exceptional attention to detail
- Must have a passion for animals and for Furkid's organizational goals

WORKING CONDITIONS

- The Development Director works in an office environment, however, the office is located in one of our shelters and may necessitate direct interaction with shelter animals on occasion, assisting other staff and volunteers.
- The Development Director is a full-time position, requiring office hours of 8:00 am – 5:00 pm Monday through Friday, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as Board and committee meetings and representing the organization at public events.

Thank you for your interest in pursuing a rewarding career at Furkids Animal Rescue and Shelters. Please direct all career inquiries to Samantha Shelton, sam@furkids.org. This position will be filled by December 15, 2016.