

Elmbrook Humane Society, Inc.

JOB DESCRIPTION

Title: Director of Philanthropy

Reports to: Executive Director

Exempt Status: Exempt

PURPOSE OF THE JOB

Under the leadership of the Executive Director, the Director of Philanthropy (DP) is a key member of Elmbrook Humane Society's (EBHS) leadership team, overseeing and directing the external relations and philanthropic efforts of the organization. Supporting the Executive Director's strategic vision for EBHS, the DP manages the entire development team by being responsible for the team's performance, professional development, and retention. Responsible for managing a portfolio of the most capable and generous prospects and donors to the organization and leading the identification, cultivation, solicitation, and stewardship strategies with the goal of developing a well-established tradition of major, planned, and transformational giving to EBHS. The DP will routinely report development effectiveness to the Board of Directors and is charged with fostering a culture of philanthropy throughout the entire EBHS organization. The DP will be committed to the mission, vision, philosophies, and policies of EBHS in the performance of his/her duties and respect the dignity and basic rights of each animal.

FUNDRAISING, DONOR RELATIONS, AND STEWARDSHIP

60%

- In consultation with the Executive Director: identify, develop, initiate, manage, and set the vision for fundraising efforts in support of EBHS that include current funding priorities, special fundraising initiatives, prospect pipeline development, leadership engagement in development activities, and program design to foster all stages of the donor cycle.
- Identify new major gift prospects: develop and execute cultivation and solicitation plans for gifts, primarily \$5,000 and above, from individuals, corporations, and foundations.
- Maintain prospect/donor portfolio of major and planned giving prospects and donors (100 - 125) with well-defined cultivation and solicitation strategies for Top 25 donors and prospects.
- Coordinate front-line fundraising strategies and activities with the Annual Giving and Special Events Manager to ensure consistent messaging and gift level-appropriate engagement.
- Ensure regular contact with donors through various activities and communications, especially face-to-face visits.
- Advise the Executive Director on all donor and prospect engagement strategies, major, planned, and transformational gift solicitations, and stewardship activities.
- Compose compelling gift proposals that clearly define the organization's priorities and impact of philanthropy on EBHS.
- Identify, organize, and direct the efforts of philanthropic volunteers, with an emphasis on board volunteers engaged in development activities.
- Oversee development software (DonorSnap) to ensure: integrity in gift processing, fundraising activity is properly reported, team leadership is properly assigned, and outreach is coordinated.
- Develop and implement stewardship strategies, events, and activities that promote continued involvement of donors and encourage donors to make additional contributions.
- Lead the preparation of reports, summaries, briefings, donor rosters, and donor reports relevant to stewardship activities and develop strategic opportunities to share the message of philanthropic impact with prospects and donors.
- Lead the staffing of support groups and volunteer committees that may be created to focus on donor relations and stewardship activity, with an emphasis on board volunteers.
- Chair the EBHS Development Committee.
- Lead team and individual meetings as necessary to support and grow fundraising performance.
- All other duties as assigned.

MANAGEMENT

30%

- Provide leadership, management, and mentoring to the formation of a high-performing Development Team and regularly report team performance to the Executive Director and Board of Directors.
- Serve on the shelter's leadership team and attend monthly Board of Directors meetings.
- Create an environment that encourages communication and collaboration among all staff and volunteer positions and a culture that is service-orientated, relationship-based, and donor-centered.
- Oversee talent management for the Development Team:
 - recruit, hire and evaluate team members;
 - onboarding and retention programs;
 - provide professional development and training opportunities; and
 - independently conduct performance evaluations and make personnel recommendations to the Executive Director.
- Address and resolve conflicts and other counterculture behavior in a timely manner.
- Commit to regular review, analysis, and creation of development protocols, policies, procedures, and best practices.
- Responsible for management of the development department budget and fiscal reporting.

MARKETING AND COMMUNITY OUTREACH

10%

- Support and integrate annual work plan into development efforts.
- Develop strategic messaging documents, talking points and related tools for development team members and shelter leadership to be able to appropriately respond to community, donor, volunteer, etc. inquiries about EBHS.
- Intermittently attend strategic community outreach events.
- Serve as a spokesperson for and represent EBHS at the highest level.

QUALIFICATIONS

- BS/BA, advanced degree preferred.
- Certified Fund Raising Executive preferred.
- Five years of major gift fundraising experience.
- Commitment to animal welfare demonstrated through work and/or volunteer service preferred; passion for animal welfare.
- Commitment to EBHS Core Values:
 - Balance and Compassion. Uniting our heads and our hearts to impact relationships and make mindful decisions.
 - Ingenuity. Being innovative, resourceful, and thoughtful in caring for animals and people.
 - Collaborative. Working together to accomplish more.
 - Integrity. Doing what is right even when no one is watching and setting the best example when they are.
 - Respect. Recognizing the differences of and being kind to all animals and people.
- Able to work flexible hours, which may include evenings, weekends, and holidays.
- Able to lift and carry animals, equipment, and supplies in excess of 50 pounds.
- Valid Driver's License.

WORK ENVIRONMENT

- Physical demands include:
 - Lifting and moving animals, kennels, and other equipment.
 - Frequent movement, including but not limited to; standing, walking, stooping, carrying heavy loads, movement of kennels, restraining active animals, and operation of motor vehicles.
- Working conditions include:
 - Possible exposure to dangerous, diseased, frightened, and injured animals.

- Possible exposure to zoonotic diseases.
 - Possible exposure to potentially harmful chemicals and drugs.
 - Working with strong cleaning agents on wet surfaces.
 - Indoor and outdoor work in all weather conditions.
- Emotional demands include:
 - Euthanasia.
 - Animal abuse.
 - Animal neglect.

Elmbrook Humane Society is an Equal Opportunity Employer.