

## **DIRECTOR OF DEVELOPMENT**

### **Humane Society of Vero Beach and Indian River County**

**POSITION SUMMARY:** The director of development (DD) provides strategic leadership, both external and internal, for the fund development functions of the agency. S/he will partner closely with the executive director (ED) to build on a solid history of fundraising to increase operational support. S/he will oversee and coordinate all individual, corporate, foundation and special events, donor relationships and activities within the agency. S/he will collaborate closely with the director of marketing (DM) on the marketing and communications functions in order to drive broad awareness and visibility for the organization's important work in the community.

The DD reports to the ED, is a member of the senior management team, and supervises the donor relations coordinator, along with other positions determined necessary as the organization grows. The DD will provide staff support and professional recommendations to the ED and the HSVB Board of Directors.

To apply, please send cover letter and resume to Kate Meghji, executive director, at [kate@hsvb.org](mailto:kate@hsvb.org) by September 30, 2019.

### **KEY RESPONSIBILITIES**

- Create a development plan that advance HSVB's strategic plan and financial goals, with a focus on major and sustaining gifts from individuals, corporations, and public and private grants, as well as special events and appeals.
- Lead and implement the development plan and coordinate all related activities throughout the agency including those undertaken by other departments and the Board.
- Support the ED in her role as chief spokesperson and fundraiser, and serve as a senior ambassador of the agency.
- Engage and motivate a dedicated staff team, and create opportunities for on-going learning and professional development.
- Ensure establishment of best practices and effective procedures within the department and throughout the agency as they relate to development functions.
- Establish positive relationships with HSVB's long-time funders and identify new supporters at every giving level.
- Manage a portfolio of donor prospects; support the ED in the cultivation and solicitation of her portfolio.
- Oversee all aspects of outreach and stewardship to major donors.

- Make recommendations for the organization's budget planning purposes and regularly track and report upon progress toward goals.
- Work collaboratively with other departments to ensure positive communication with all donors and friends.

**Minimum Job Requirements:**

- Commitment to HSVB's mission and vision.
- Five + years of successful experience in a senior role with some campaign-related work in a nonprofit setting, animal welfare a plus.
- Proven success in raising major gifts from individuals.
- Experience managing development teams and working with a Board of Directors.
- Outstanding strategic, communications and interpersonal skills.
- Experience in planning, leading and managing development projects.
- Goal-driven, holding self and others accountable to department and agency goals, with effective skills at prioritizing and redirecting activities to achieve the desired outcomes.
- Maturity and confidence in dealing with internal leaders and external stakeholders.
- Effective at working with others to reach common goals and objectives.
- Critical thinking skills and focus on consistent process improvement.
- Strong supervisory abilities.
- Strong customer service orientation and effectiveness in interacting with people from different backgrounds.
- Ability to work independently and as part of a team.
- Flexibility with work schedule in support of events and deadlines.
- Commitment to on-going learning and growth.

**Salary:** \$65,000-85,000 depending on skills, experience, and qualifications.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to remain in a stationary position for extended periods of time, as well as move and traverse within the shelter facility for extended periods of time, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl. The employee is required to communicate, converse with, convey information to, express oneself, and exchange information with shelter staff and the general public. The

employee must regularly move, transport, and position items weighing up to 10 pounds, frequently moves, transports, and positions items weighing up to 25 pounds, and occasionally moves, transports, and positions items weighing up to 50 pounds. The employee is continuously exposed to animals, animal waste, potentially harmful cleaning chemicals, high noise and potentially hazardous conditions, including the risk of animal bites and working outdoors for extended periods of time during cold and extremely hot weather.

*The Humane Society of Vero Beach & Indian River County is a not-for-profit, equal opportunity employer committed to a diverse, culturally sensitive work environment and prohibits discrimination due to race, color, ethnicity, age, religion, sexual orientation, sex/gender, gender identity or disability. All are encouraged to apply.*