



White River Humane Society Development Director

Position Description

Organization Overview

The White River Humane Society (WRHS) was founded over 40 years ago in Bedford, Indiana and currently receives 1,500 dogs and cats per year. WRHS's mission is to: 1) humanely care and advocate for Lawrence County's lost, homeless, and/or unwanted animals finding their way to our shelter; 2) to assist those animals who come to us in either reuniting them with their owners, finding them a forever home through adoption, foster, and transport projects; and 3) through community outreach, educate those living in Lawrence County as to our mission, operations, goals, spay/neuter programs, and volunteer/donor opportunities. WRHS is a not-for-profit 501(c)(3) organization.

Development Director Donor Fundraising Duties

1. Collaborates with the Board of Directors (BOD) to create formal donor, grant, and planned giving plans and goals that support WRHS's mission and business plan. These fundraising plans will include quantifiable goals, metrics and timelines.
2. Leads and manages the overall implementation of donor, grant, and planned giving fundraising plans and their associated communications and campaign events. Routinely reports to the BOD on fundraising plan performance along with appropriate action plans to address missed targets.
3. Works with BOD to create a yearly fundraising program calendar and budget including regular appeals and at least 2 major events.
4. Creates, implements, manages, and assesses the performance of donor recognition programs.
5. Analyzes and segments the donor market to identify donor prospects and their capacity to donate acting on that information to support fundraising and donor goals.
6. Seeks out and acts on opportunities to create and build new donor relationships while maintaining and strengthening existing and recurring donor relationships. Creates, implements and assesses impact of prompt and creative donor acknowledgments.
7. With BOD's oversight, manages the sourcing and implementation of fundraising and donor software including the education and training of WRHS staff on that software.
8. Generates promotional and educational materials used to support community outreach and education regarding WRHS's story, mission, goals, donor opportunities, and animal welfare information.



9. Researches and identifies public and private grant sources to support WRHS funding goals (e.g., agencies, foundations and corporations as well as federal, state, and city government sources). Prepares, submits and manages grant applications and associated processes.
10. Creates donor market analyses to support the development of a media plan that promotes WRHS's mission and accomplishes business plan goals. The media plan will include specific and measurable goals and donor impact analyses.
11. Works with the BOD to create, manage, track and report progress on any "planning," "quiet," and "public" phases of any WRHS capital campaign.

Qualifications

1. Bachelors degree in communications, business, marketing, finance, or another related field, Certified Fundraising Executive (CFRE), demonstrated project management skills and capital campaign experience preferred.
2. Experience or training in development program management experience with demonstrated ability to satisfy or exceed development program goals including monetary targets and project timelines. Knowledge of donor tax planning strategies and charitable giving a plus.
3. Demonstrated excellence in time and project management, research skills, and ability to convert research results into actions that contribute to goal achievement.
4. Exceptional verbal and written communication skills and the ability to work with, teach and motivate people at all levels within an organization. Demonstrated negotiation, persuasion, and diplomatic skills required.
5. Competency with Microsoft Office required. CRM software experience a plus.
6. Must possess a valid Driver's License and proof of insurance.
7. The Development Director position is a full-time position requiring some travel after normal working hours and weekend work for fundraising campaign activities.
8. Must have reliable transportation.

Physical Requirements

1. Prolonged periods of sitting at a desk working on a computer.
2. Must be able to lift 15 pounds.
3. Must be able to drive an automotive vehicle.

Salary is based on experience.