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JOB DESCRIPTION

Job Title: Development Coordinator
Reports to: Executive Director
FLSA Status: Exempt, Full-time
Salary: \$48,000 Annually
Prepared Date: April 2021
Hours: 40 hours per week

DEFINITION: The Humane Society of Wickenburg (HSW) Development Coordinator is responsible for assisting the Executive Director in setting the strategic direction of the organization's full range of fundraising efforts and leading the development activities. The Development Coordinator will oversee the planning and implementation of all development activities in support of HSW and its core funding areas, and serve as a member of the leadership team to further the goals and objectives of HSW's programs and services. Additionally, the Development Coordinator will work directly with major individual and corporate gift prospects to secure major gifts.

RESPONSIBILITIES:

Planning

Assist the Executive Director with development and execution of short- and long-term fundraising strategic plans, set goals and objectives, including an annual development budget. Establish all policies and procedures for development efforts.

Fundraising

Direct fundraising campaign development and the creation of materials in support of fundraising efforts. Advise the Executive Director on matters related to development activities within HSW. Advise and collaborate with HSW departments on their key funding priorities to align with the strategic plan.

Donor Relationships

Identification, cultivation, solicitation and stewardship of major individual, corporate and foundation prospects. Build mutually-beneficial relationships with key donors, business and community leaders and stakeholders. Research, identify, cultivate, solicit and steward planned giving prospects through face-to-face visits, calls, written communications, emails and direct response tactics to acquire and document immediate, deferred and future planned gifts. Engage in the identification, cultivation, solicitation and stewardship of donors to obtain non-deferred major and campaign gifts as needed and as appropriate. Solicit major gifts to support both capital and operating needs.

Research and Written Communications

Engage in database mining and prospect research. Prepare information and mailings for planned giving prospects. Develop and prepare information and mailings and update files. Prepare written acknowledgement of planned gift commitments. Implement and manage the planned giving

marketing program. Update planned giving pages of web site. Write planned giving content for HSW publications.

Planned Giving Execution

Monitor applicable state and national gift annuity regulations and requirements.

Develop Charitable Gift Annuity proposals and contracts. Chair the HSW Planned Giving Committee to both identify, cultivate and solicit planned giving prospects, and to stay up-to-date on applicable tax laws, gift administration, planned giving instruments and endowment strategies. Plan and execute planned giving events. Network with other organizations and professional advisors to provide benchmarking and share ideas through the Planned Giving Round Table of Arizona. Development, implement and monitor annual goals, growth and strategy. Play a central role in building a collaborative, team-oriented environment among the Leadership Team and staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Work effectively as a team player in a busy environment while maintaining superior customer service.
- Skill in operating a computer and utilizing a variety of software applications such as Microsoft Word, PowerPoint, Excel, Outlook, and donor management software .
- Attention to detail and record keeping with good documentation.
- Effective communication skills with staff, volunteers, and donors.
- Experience with program development.
- Time management and organizational skills.
- Demonstration of proactive behaviors and resourcefulness.
- Skill in anticipating needs.
- Demonstrated experience with budget development and estimate costs.

MINIMUM QUALIFICATIONS:

A Bachelor's degree is required **AND** at least three years of experience in development activities **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Demonstrated experience building and maintaining effective working relationships. Excellent interpersonal and time management skills.

ADDITIONAL REQUIREMENTS:

- May be required to work a flexible schedule outside the normal work schedule.
- Handle multiple obligations simultaneously, thus creating the need to prioritize and carefully monitor time.
- Possess a valid Arizona driver license and reliable transportation.
- Must be able to deal effectively and politely with people from diverse backgrounds and experiences in a variety of difficult situations.
- Must possess a high level of professionalism and strong interpersonal skills.
- Must adhere to proper HSW policies.