

Brown County Humane Society, Inc.

Position Title: Development Manager Full-Time Exempt Position

Function:

The Development Manager position reports to, staffs, supports, and works in close coordination with the Resource Development Committee. The responsibilities for this position include working to secure financial resources for the short and long-term future to achieve the mission, goals and objectives of the organization. The position provides leadership and management of the direction, planning, and execution of a comprehensive development program for Brown County Humane Society, Inc. (BCHS.)

Duties include the following:

General

- Develop, coordinate, maintain and implement the annual fundraising plan
- Establish short- and long-range goals for unrestricted funding sources as well as special projects and specific needs
- Engage in research to identify new individual, foundation, and corporate prospects
- Develop, coordinate, and implement major donor, planned giving, capital campaign and endowment programs as needed
- Identify development priorities consistent with mission budget and strategic plan
- Involved in budgeting, strategic planning, supporting board functions, and other measures related to enhancing organizational readiness and effectiveness.

Supporter Stewardship

- Leverage key relationships with sponsors, donors, clients, volunteers, and other supporters
- Cultivate and nurture relationships with current and potential corporate and foundation sponsors and individual donors with the goal to retain or upgrade gifts when possible
- Maintain regular correspondence with foundations, donors, and board members

Grants

- Research public and private grant sources to identify sources of restricted and unrestricted funding
- Manage grants and ensure compliance with reporting and other guidelines
- Write grant proposals and reports to corporate, foundation, and government funders

Special Events

- Oversee the management of all BCHS special events related to fundraising
- Evaluate current and future events to maximize resources
- Responsible for event set up, tear down, etc.

Database Management

- Manage all fundraising records and database with a focus on security, quality, and accuracy
- Generate queries, reports, exports, and any other collection data as needed
- Create and maintain data in donor management software that accurately details the full record of donor transactions and relationships.

Community Engagement

- Represent the organization externally at community events to spotlight BCHS's mission
- Support the organization's volunteer program and create meaningful opportunities for connection
- Cultivate partnerships with businesses and other non-profit organizations

Annual Fund

- Write fundraising appeals and oversee other fundraising mailings
- Manage online giving solicitations
- Manage printing, mailing, maintaining address lists for all solicitations
- Manage pledge reminder and acknowledgement programs
- Acknowledge all gifts and pledges in a timely manner
- Seek matching gifts opportunities from donor employers

Education: Bachelor's Degree in nonprofit management preferred or commensurate experience.

Skills and Requirements:

- Excellent fund raising techniques
- Excellent writing skills
- Ability to analyze revenue trends and explain results and make recommendations
- Ability to clearly communicate verbally with a diverse audience
- Self-motivated, self-disciplined and results-oriented
- Excellent organizational skills; ability to prioritize and meet deadlines
- Ability to work as a team to motivate team members
- Proficiency in computer applications (MS Word, Excel, Publisher, PowerPoint and databases)
- Knowledge of animal protection issues and commitment to the objectives of the organization

Physical Demands:

The work is performed in office and shelter surroundings; shared office space possible. Typical positions require workers to walk or stand for long periods, lift and carry up to 50 pounds, climb stairs, bend, reach, hold, grasp and turn objects and use fingers to operate computer keyboards. The work requires the ability to speak normally and to use normal or aided vision or hearing.

Work Environment:

There is a potential of exposure to parasites and infectious diseases that can be carried and transmitted by animals. Workers are subject to animal bites and scratches and exposure to animals, animal noises, and animal allergens under conditions with no alternatives available. Work is subject to frequent interruptions. Employee is subject to work outdoors in a variety of weather conditions.

Exempt Position:

Typical work schedule is 40 hours per week; however, working hours each day and days each week may vary according to the needs of the current schedule. Employee is expected to proactively manage work schedule to ensure that all assigned duties and projects are completed timely. Includes weekend and holiday work.

BCHS conducts background checks and drug testing of all potential employees.