



## Dane County Humane Society

*Helping People Help Animals*

5132 Voges Road • Madison, WI 53718

(608) 838-0413 • [giveshelter.org](http://giveshelter.org)

**Job Title:** Associate Director of Development

**Reports to:** Director of Development and Marketing (DODM)

**Supervises:** none

**Hours:** Full-Time; 40 hours per week with flexible days. Some nights and weekends required.

**Pay Rate:** Competitive salary with benefits package available

**Scope of Position:** The Associate Director of Development (ADOD) will be responsible for identifying, cultivating and soliciting potential and existing donors for the shelter's top fundraising priorities and annual giving programs. Responsible for the initial contact of newly identified prospective donors to qualify and to promote interest in providing major philanthropic support to Dane County Humane Society (DCHS) in effort to expand the shelter's donor base. Cultivate and solicit prospects for gifts ranging from \$1,000-\$25,000 to build a pipeline of support towards major and planned giving. Work collaboratively with DODM on donor development strategies. Serve as a leader in developing a culture of philanthropy throughout DCHS.

### Duties and Responsibilities:

#### Fundraising/Portfolio Management

95%

- Develop and implement annual fundraising plan goals for major gifts in coordination with the DODM.
- Develop strategies to qualify, identify and solicit annual giving prospects with emphasis on gifts ranging from \$1,000 to \$25,000, managing a portfolio of 100-150 prospects and donors.
- Schedule and conduct discovery meetings with prospects, following up with correspondence, phone calls and additional visits as appropriate, including visits in conjunction with the DODM, Executive Director and other shelter leaders.
- Plan and conduct visits, tours and other ongoing contact to build relationships with donors, effectively presenting the case for philanthropic support.
- Make respectful asks of our donors to direct their philanthropic support to DCHS
- Evaluate and recommend appropriate next steps for newly qualified potential donors through well-developed cultivation strategies.
- Staff DODM, Executive Director and other shelter leaders in communications and interactions related to prospects and donors in the ADOD portfolio.

- Compose compelling gift proposals that clearly define the organization's priorities and impact of philanthropy on DCHS.
- Participate in and leverage the shelter's special events to cultivate, solicit and steward prospects and donors.
- Actively document donor information and file timely and accurate contact reports in donor database (Raiser's Edge)
- Analyze and evaluate prospect and donor data to generate targeted lists from Raiser's Edge.
- Represent DCHS at the highest level while also contributing to organization's culture of philanthropy.
- Collaborate with team members on implementation and further development of donor stewardship and retention plan, especially with activities related to the Directors' Council giving society of major donors.
- Engage in individualized stewardship strategies and activities that promote continued involvement of donors and encourage donors to make additional contributions
- Support 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.
- Assist in staffing the Philanthropy Committee

#### **Additional Job Duties**

**5%**

- Support community outreach strategies and public relations initiatives that promote the DCHS mission.
- Collaborate with development and marketing colleagues on special projects as assigned that help to foster a culture of philanthropy.

#### **Qualifications/Requirements:**

- Three years of fund development experience, with demonstrated experience with major gifts highly preferred. Other related experience may be considered.
- College degree
- Valid driver's license and good driving record.
- Experience with Raiser's Edge donor database or other donor database; knowledge of NXT version preferred
- Commitment to animal welfare
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **To Apply:**

Please send **resume and cover letter** to **Amy Good** at [agood@giveshelter.org](mailto:agood@giveshelter.org) by **December 1, 2018** for best consideration.

**Dane County Humane Society is an Equal Opportunity Employer.**