



Development Manager Friends of Pima Animal Care Center

SUMMARY

The Development Manager for Friends of Pima Animal Care Center (Friends of PACC) will play a lead role in directing the organization's fundraising strategies and practices to provide Friends of PACC with the financial resources to deliver on its mission of supporting Pima Animal Care Center and enhancing its efforts to save the lives of pets in need.

The selected candidate's primary responsibility is to assist in the creation, management, and implementation of Friends of PACC's collaborative development plan. This position is responsible for donor cultivation and strong stewardship of strategic relationships and will proactively engage with existing and potential donors. The successful candidate will ensure best practices in fundraising are applied and will work collaboratively with PACC staff to mobilize and align communications, media, and advocacy activity.

The Development Manager (DM) will work closely with the Executive Director (ED), the Development & Marketing Specialist (DMS), the Board, and the Development Committee to enhance and support the overall mission of the organization and to assure that ample unrestricted and program funds are generated.

The Development Manager reports directly to the Executive Director.

KEY RESPONSIBILITIES

- Raise funds for annual operations, strategic programs, and future support;
- Coordinate and manage the major and legacy giving components of philanthropic support to Friends of PACC, including prospect identification, cultivation opportunities, proposal writing, and stewardship of individuals, businesses, corporations, and foundations;
- Cultivate, maintain, and/or expand ongoing relationships with major financial supporters in partnership with Friends of PACC leadership;
- Manage donor relations through a vigorous communication plan, personal visits, phone calls, and small events;
- Engage donors in conversation regarding various ways of giving such as outright, workplace, deferred, in-kind, stock, and personal solicitations; promote planned giving and engage supporters in Legacy Society
- In conjunction with ED and DMS, utilize grant opportunities by writing for, monitoring, and reporting on grant activities;
- Establish & maintain procedures for tracking and qualifying major and planned giving donors;
- In conjunction with staff and volunteers, manage major fundraising events and oversight of third-party events;
- Take a lead role in the development and implementation of a comprehensive development plan that supports Friends of PACC's strategic plan and adheres to industry best practices;
- Oversee all logistics of core fundraising activities, including donation processing, reporting, acknowledgements, and recognition programs;

- Assure sound fiscal operation of development function including timely, accurate gift income and expense budgets, department financial monitoring and reports;
- Ensure donors are appropriately recognized and engaged in the mission of Friends of PACC;
- Maximize opportunities to present Friends of PACC to the community with the goal of expanding the fundraising platform;
- Maintain current knowledge of and adherence to best practices and principals of fundraising;
- Maintain a collaborative working relationship with leadership staff at Pima Animal Care Center;
- Support Executive Team and Board Committees with reports; provide them with necessary tools to meet fundraising goals
- Upon Board request, present at Friends of PACC Board meetings;
- Represent Friends of PACC as a vendor and/or ambassador at special events;
- Conduct other business on behalf of Friends of PACC, as directed by the Board;
- Develop and maintain demonstrated working knowledge of significant development trends in animal welfare;
- Other duties as assigned.

ESSENTIAL SKILLS

- Proven track record in developing and implementing successful fundraising campaigns;
- Proven track record in securing major gifts from individuals, foundations and corporations;
- Knowledge of legacy giving vehicles, types of assets, and benefits;
- Experience with grant research, writing, and reporting;
- Outstanding presentation and communication skills with the ability to develop and maintain positive relationships;
- Excellent written and verbal communication skills, including the ability to listen;
- Strong organizational skills, attention to detail, and the ability to work collaboratively as well as independently;
- Ability to effectively manage a portfolio of 100+ donors with moves management plans;
- Creative thinking skills with developed skill sets to plan and execute strategies in conjunction with organization's overall goals, mission, and challenges.
- Experience in Microsoft Office suite (Word, Excel, PowerPoint primarily), Donor Snap (or other CRM), and other fundraising tools, as they pertain to the electronic maintenance of donor tracking, acknowledgments, communication, and event notifications;
- Strong leadership skills demonstrated through the ability to create and maintain a work culture that is team and mission driven.

OTHER ESSENTIAL QUALITIES

Candidates must possess essential personal qualifications including, at a minimum:

- Commitment to the mission and vision of Friends of PACC and a passion to delight donors;
- Proven ability to work in a stressful environment with many distractions;
- Unquestionable integrity;
- Initiative;
- Dependability;
- Good judgment.

EDUCATION AND EXPERIENCE QUALIFICATIONS

- Bachelor's degree or equivalent work experience; CFRE preferred
- Three plus years' consistent work experience focused on fund development for the non-profit sector

PHYSICAL DEMANDS/WORKING CONDITIONS

- Intermittent physical activity including bending, reaching, and prolonged periods of sitting and using a computer
- Ability to work in an environment with cats, dogs, and other animals
- Able to lift up to 20 pounds
- Travel as required
- Full-time, yet flexible hours, may include weekends and evenings.

QUALIFIED AND INTERESTED APPLICANTS

To apply, please submit a cover letter addressing your qualifications for the position along with a current resume and a development-related writing sample (eg; appeal letter, LOI for a grant, etc.): info@FriendsofPACC.org with the subject line: Development Manager. This position will be open until filled. First review date is 10/14/2019.

Salary range: This is a full-time exempt position with a salary range of \$55,000 to \$60,000 based on qualifications and experience. Friends of PACC offers employee-only medical at 100%, employee-paid vision/dental plan offered, PTO and sick time, as well as 401K plan are available.

Friends of PACC has two offices: one at Pima Animal Care Center and one at the Community Foundation Campus at 5049 E Broadway Blvd. This position will be expected to work from both offices depending on daily schedule.

Deadline: Open until filled. The first screening of applicants will be 10/14/19. Applications that do not contain all the required documents will not be considered.

Friends of Pima Animal Care Center is an equal opportunity employer, complies with all Federal and Arizona State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

PRE-EMPLOYMENT SCREENING

Friends of Pima Animal Care Center conducts pre-employment screenings for all positions, which includes a background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States.

Apply now.