

June's Senior Cat Rescue

Development Director Job Description



Position Description

June's Senior Cat Rescue (JSCR) is seeking a Development Director. This is a unique opportunity to be part of a dynamic, growing nonprofit feline rescue organization based in New Mexico. The Development Director's role is to raise funds to enable JSCR's lifesaving mission. This position reports to the Executive Director.

Job Responsibilities

Development

- Develop and implement a comprehensive fundraising plan that employs a variety of strategies including, but not limited to, donor acquisition, donor cultivation, donor communication (including newsletters and direct mail), online giving, donor recognition and engagement, major gifts, corporate gifts/sponsorships, planned giving, and fundraising events.
- Develop and maintain corporate sponsorships.
- Establish development goals, plans, and strategies, budgets, timelines, and procedures. Execute development plans and strategies. Monitor progress toward goals, report progress, and make adjustments to achieve goals.
- Manage grants in coordination with Executive Director, including research, identification of opportunities, applications, and follow-up on grant reporting. (Experience is not a requirement.)
- Develop, promote, and lead the Help Meowt Program, designed to assist communities with feline care needed to keep cats with their caretakers, and improve their quality of life. This includes managing applications, tracking and maintaining records, handling participant and veterinary contact/relationships, planning and scheduling of efforts, procurement of necessary resources and collateral, reporting, and financial oversight/management, including acquisition and tracking of funding.
- Develop fundraising collateral needed to support the development plan.
- Outreach to the community including serving as a representative of JSCR and coordinating staff or volunteer tabling/participation at suitable community events.
- Develop a compelling online presence for JSCR, including but not limited to the website and social media.
- Maintain donor records, donation receipts, rescue financials, and other development-related documentation, ensuring their accuracy.
- Function as a member of JSCR's leadership team. Attending appropriate staff meetings.
- Establish and maintain consistent high standards for quality of work.
- Provide quality customer service to donors, volunteers, and other internal and external customers.
- Create and maintain strong internal communications. Maintain ongoing communications with the Executive Director, Board Member, and volunteers/fosters to ensure consistent messaging, maximize the impact of campaigns, and gather content/stories to tell the story of organization's work.
- Keep up with emerging best practices and significant developments and trends within the field of development/fundraising and animal welfare.
- Assist/perform other duties as needed.

Marketing and Communications

- Oversee the creation and execution of a comprehensive marketing and communication plan.

- Work with Executive Director to foster key relationships with supporters, community leaders, and media contacts.

Qualifications

- Experience in the field of nonprofit fundraising/development.
- Bachelor's Degree, minimum educational requirement.
- CFRE is a plus.
- Knowledge of animal welfare is a plus.
- Knowledge of donor databases and proficiency with Microsoft Windows and Office (Word, PowerPoint, and Excel). Comfortable learning and using new programs/information systems.
- Excellent communication and interpersonal skills – written and verbal, personable, professional, and able to get along well with a variety of people.
- Able to communicate effectively with individuals from all backgrounds.
- Maturity, good judgment; performs duties in a professional manner.
- Energetic and has a positive outlook.
- Understand and respect confidentiality in a variety of situations.
- Ability to stay calm in stressful situations.
- Self-starter, takes initiative, ability to set goals and work independently.
- Strong organizational skills.
- Able to manage multiple tasks and projects.
- Ability to be flexible and adapt to a changing environment.
- Attention to detail.
- Ability to consistently meet deadlines.
- Comfortable speaking/presenting to groups is a plus.
- Commitment to JSCR's mission and strong desire to keep abreast of animal welfare issues.
- Valid driver's license and auto insurance.

Physical Requirements

- Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles, or equipment, may be a disqualification.
- Must be able to stand, walk, bend, stoop, and sit regularly for prolonged periods of time to perform duties. Must have the ability to perform physical activity, including lifting and carrying objects weighing up to 40 pounds alone or with the help of another person for short distances.

Working Conditions

- Must be able to deal with the sometimes emotional nature of work with animals, fast-paced and changing work environment, and some stressful or demanding work.
- By nature of this work, there can be exposure to injured, sick, unruly, and fractious animals.

Nature of Employment

- Full-time exempt position that reports to the Executive Director and requires a minimum of 40 hours per week.
- Work schedule (hours and days of the week) may vary according to the needs of the organization, which may from time to time and may include evenings, weekends, and holidays.
- Location: Albuquerque, New Mexico with remote work option

Compensation

Compensation will be commensurate with experience. Starting salary is \$60,000. Benefits include two weeks paid time off (for vacation, sick, and personal time).

How to Apply

Email your one-page cover letter and resume to: Diane Blankenburg of Humane Network at info@humanenetwork.org. Acknowledgment will be emailed upon receipt of your cover letter and resume.

Applications will be reviewed as they are received. Applications received after November 20, 2023 may not be considered.

June's Senior Cat Rescue

June's Senior Cat Rescue is a 501(c)(3) non-profit, volunteer-driven feline rescue group with a mission to provide abandoned and homeless senior cats with a safe haven to live the rest of their days in peace, comfort, love, and to ensure they receive the best humankind has to offer.

In 2005, founder, Janet Philippsen's, mother passed away leaving behind her senior cat named Ninety-Nine. No one in the family wanted Ninety-Nine, so Janet drove to California to get her and bring her back to New Mexico. On the long drive home, she decided she had to do something to help the senior cats who are left homeless. That's when June's Senior Cat Rescue was born. Since that day, June's Senior Cat Rescue has grown and now helps cats from across the U.S., works to keep cats with their families, and aids community cats in multiple areas.

