

Aggieland Humane Society (AgHS) Development –Fund Raising Director Job Description

Reports to: Executive Director
Salary Exempt: DOQ

SUMMARY: Energetic and motivated person with excellent people skills. Responsible for fundraising and donor relations. Sharing opportunities to make a difference through monetary gifts. Create compelling opportunities for donors to support Aggieland Humane Society and celebrating their impact on the mission.

GENERAL DUTIES:

- Responsible for major fundraising luncheon, generation of lead gifts, coordination of Development Committee, and all aspects of Inspiring Rescues Giving Circle
- Conduct all fundraising, donor cultivation, and donor stewardship events; as well as tours and public presentations
- Identify and cultivate individuals who love our mission and maintain portfolio of 100 active donors
- Keep timely records of all donor contacts and donor visits
- Oversight of direct mail and email solicitations and newsletter fundraising content
- Report on all solicitation statistics and produce monthly reports
- Facilitate board interaction with donor thank you calls, letters and donor visits
- Oversight of timely thank you letters and thank you phone calls
- Supervise Development Associate
- Attend monthly Board of Director meetings
- Uphold the Base Code of Conduct of the Aggieland Humane Society at all times
- Other duties as assigned

EDUCATION/EXPERIENCE:

Three or more year's nonprofit fund raising development experience required
Experience with Benevon fundraising model- preferred (see Benevon.com)
BS or BA or 8 years of sales /marketing or relationship/client management and/or business development
Training in professional fundraising provided

SKILLS/ABILITIES:

- Ability to work with the public/donors in a calm, courteous manner; tactful with upset donors
- Exceptional writing to tell stories about animals helped by AgHS
- Detail oriented and high level of accuracy
- Good organizational skills and computer skills
- Previous supervisory experience -preferred
- Proficient use of Microsoft Office including Word and Excel
- Previous donor relationship management software experience- preferred
- Outgoing with strong communication skills with ability to make presentations
- Must be able to work in areas with dogs and cats
- Belief in “no kill” community

Apply: <https://aggielandhumane.org/employment/>
Or send resume to kbice@aggielandhumane.org