

West Suburban Humane Society

Our mission is to work towards the day when all dogs and cats are loved and cared for and pet owners have access to essential resources so they may enjoy a fulfilling relationship with their pets.

Summary:

The Director of Development is responsible to develop and implement an Annual Development Plan to raise approximately \$800K annually. Working closely with the Executive Director, Event Coordinator and the Board of Directors, the Director of Development is responsible for planning, organizing, and directing all of the organization's fundraising including, annual appeals, corporate partnerships, major gifts, event, grants, monthly giving and planned giving activities.

Responsibilities:

1. Oversee all facets of fund development, including drafting an annual development plan and working with the Board, Executive Director, staff, and volunteers to implement the plan.
2. Identify, cultivate, and steward donors. Create new relationships and enhance and expand relationships with existing donors.
3. Direct the planning of major fundraising and stewardship events, and coordinate the team of staff and/or volunteers implementing them. Monitor event/project budgets. Evaluate results.
4. Prepare and implement effective donor-centric communications for all appeals. Manage marketing and social media activities to support donor, event and broader stakeholder communication.
5. Manage all grant sourcing, proposals, and compliance reports for funders.
6. Lead and manage Event Coordinator in planning and implementation of fundraising events.
7. Oversee gift-tracking and donor acknowledgement in the CRM, ensuring accurate record-keeping of contributions.
8. Manage/lead advisory groups and other volunteer committees. Help to manage and motivate the Board of Directors, empowering them to serve as a fundraising asset for the organization.
9. Prepare regular reports on development progress for the Executive Director and the Board.
10. Represent the organization at community and professional events.
11. Manage branded merchandise program.

Education and Experience:

A four-year degree from an accredited college or university. 3-5 years of non-profit fund development experience.

Skills Needed:

- Microsoft Word, Microsoft Excel, Power Point, e-mail, social media, online donor platforms (GiveSmart), and Etapestry or other Customer Relationship Management (CRM) software.
- Goal-oriented self-starter who is creative and organized with volunteer management/customer service skills. Ability to strategize and problem solve.
- Effective verbal and written communication skills. Willing and able to be a vocal advocate of WSHS activities to all internal and external stakeholders.
- Leadership to inspire, motivate, and work with staff and volunteers.

Supervisory Responsibility:

Manage Part-time Event Coordinator

Physical Requirements:

Physical requirements include lifting, pulling and pushing of materials up to 25 pounds; may stand for extended periods of time.

Travel:

Occasional travel in the Chicago metropolitan area.

Working Conditions:

Work is performed in a typical office environment in Downers Grove, IL. Full-time position. Requires occasional weekend and evening work.

Salary and Benefits:

\$65,000-75,000 based on experience

Health insurance and 403B retirement plans are available