



Lake Oconee Humane Society
1020 Park Ave, Suite 101 Greensboro, GA 30642
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Job Title: Director of Development
Department: Operations
Reports To: Executive Director
FLSA Status: Exempt

MISSION STATEMENTS:

The Lake Oconee Humane Society (“LOHS”) is dedicated to a more humane community by reducing pet homelessness and helping pets and their owners have the best quality of life available.

SUMMARY:

Reporting to the Executive Director, the Director of Development is responsible for directing LOHS fundraising campaigns to meet the organization’s revenue goals and to achieve the mission of the organization. This position works closely with the Executive Director and the Board of Directors to establish funding relationships and secure resources for the (annual) general operating budget and long-term strategic goals. The ideal candidate has demonstrated experience building successful fundraising programs and increasing revenue in the nonprofit sector.

KEY RESPONSIBILITIES:

- Evaluate all current fundraising activities, modify, or realign any not optimally productive, and introduce a number of high impact new initiatives.
- Generates income towards a set fundraising target.
- Hold responsibility for the key areas of grant administration, major gifts, individual and family donations, corporations, planned giving, and fundraising events.
- Plan and implement fundraising events that align with LOHS strengths and philosophies using traditional and innovative strategies to assure the achievement of the goals.
- Along with ED and board, research, identify, cultivate, solicit and steward philanthropic prospects. Keeping these donors and prospects informed on a regular basis of LOHS work and the impact of their contributions.
- Collaborates on all community relations, including public relations, marketing activities, branding, publications, website, and social media platforms.
- Collaborate on content and production of all organization’s publications (digital and print) with a strong marketing and public relations impact.
- Working with key members of the Board development team, committees, and volunteers, plans and executes events focused on fundraising goal/ratios, increasing awareness of the general and philanthropic community, cultivation of prospects and donors, and increased support for programs and services.
- Provide internal and external leadership for LOHS major gifts and development programs with the ability to plan, set goals, prioritize, and follow through to completion.
- Strong financial competence in budgeting and revenue/NOI goal setting.
- In collaboration with the LOHS team and Board, conceptualize a plan, both strategic and tactical, to significantly expand LOHS development program.
- Identify new areas of opportunity to develop and grow LOHS donor base.
- Represents the organization as one of its principal spokespersons. Seeks out and develops community contacts with government officials, agencies, civic groups, veterinary organizations, and the media.
- Maintains memberships in professional organizations and networks with other fundraising professionals.
- Ensures that the organization operates within legal and regulatory requirements.

QUALIFICATIONS:

- Experience raising funds in the nonprofit and/or animal welfare sector preferred.
- Demonstrated success in leading fundraising and/or business development teams with a proven track record in major gifts or business development.
- Demonstrated success in personally cultivating, soliciting, and stewarding major gifts of \$10K+ from individuals, companies, and institutions.
- A strong track record of successfully working with an enthusiastic and committed leadership team.
- Experience in successfully planning and executing fundraising campaigns and capital projects.
- Strong project management and organizational skills a must.
- An ability to clearly articulate LOHS mission, the work it does and the unique opportunities LOHS presents for philanthropists.
- Flexibility and the demonstrated ability to thrive in a constantly changing environment, juggling numerous projects and satisfying numerous constituencies simultaneously.
- Enthusiasm, ability to take risks, and the courage to speak and act on convictions. The willingness to make difficult and bold decisions with little information.
- Ability to manage complex and highly confidential information with utmost discretion.
- A high degree of personal organization and self-management.
- Excellent written and verbal communication skills with the ability to influence and engage a wide range of donors and build long term relationships.
- Excellent social and interpersonal skills, able to operate with diplomacy, tact and empathy.
- A strategic thinker with a strong work ethic and excellent attention to detail and accuracy.
- A general understanding of policy and strategy trends affecting sheltering and animal welfare.
- Bachelor's degree from an accredited college or university and CFRE suggested.
- 5+ years of proven and successful development experience with an emphasis on major gifts including the cultivation and building of relationships with individuals, foundations, corporations, groups, and other major funding sources.
- Knowledge of advanced MS office applications, including Word, Excel, PowerPoint, Outlook, Raiser's Edge, and Wealth Engine. Other donor database knowledge is a plus.

Additional Information:

- Valid driver's license required and must have excellent driving record.
- Occasional travel throughout Greene and Putnam Counties and the State of Georgia.
- Physical requirements include, but are not limited to, walking, standing, lifting, and moving equipment, supplies and materials.
- Primary schedule may include weekdays and/or weekends, including evenings, as appropriate.

DISCLAIMER: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the job description for the Director of Development position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signature

Date