



Development Director Job Description

Reports To:	Executive Director
Status:	Full-time, Permanent, Exempt
Qualifications:	Four-year or advanced college degree
Desired Experience:	Minimum three years experience in same or related position in a nonprofit setting –preferably animal welfare. Record of continually increasing responsibilities with measurable results Proficiency with donor databases and research required. Sincere interest in PAWS Columbus’ mission and vision.
Skills:	Strong written and verbal communication, excellent attention to detail and the ability to work independently with minimum supervision. Must possess a strong proficiency with Microsoft Excel, PowerPoint, Word, Outlook and donor databases (donor database –eTapestry). This position requires excellent time management and organizational skills and a demonstrated ability to create, plan, organize, and implement programs and events. Ability to supervise staff and direct a variety of volunteers. Must be comfortable with public speaking. Requires knowledge of fundraising strategies, resource development and donor relations.

OVERVIEW:

The Development Director is responsible for managing the fundraising and donor activities to raise awareness and financial support for PAWS Columbus. The Development Director is, in partnership with the Executive Director who serves as Chief Development Officer, accountable for the identification, cultivation, solicitation and stewardship of donors through personal contact, direct mail and newsletter campaigns, fundraising and awareness events, foundation research and grant request writing, planned giving, monthly giving, matching gifts, solicitation of corporate gifts, donor acknowledgment and management of donor records.

Duties & Responsibilities:

Giving Program/Donor Relations:

- Works closely with the Executive Director and direct mail contractor on design concepts for direct mail; oversees scheduling and production of direct mail solicitation; evaluates and selects donor lists and acquisitions lists for solicitation.
- With the Executive Director, oversees writing, scheduling and production of newsletters; Works with Executive Director and Board committees to create donor recognition and appreciation programs; coordinates donor appreciation and special events

- Designs and implements opportunities or programs specifically for the corporate or business communities to become more involved with PAWS Columbus.
- Oversees and monitors donor database; ensures that donor's gifts are properly recorded and acknowledged

Development Programs:

- Works closely with Executive Director to research and prepare grants; maintains grant schedule and monitors financial progress
- Works closely with the Executive Director and Board/volunteer committees to successfully implement appeals for major and planned gifts
- Supports Executive Director in capital and endowment campaign efforts
- Submits department budget; follows established budget
- Prepares monthly reports and/or other data as requested by the Executive Director.
- Evaluates, proposes, and monitors other methods of income development or awareness for the organization
- Acts as PAWS Columbus spokesperson as assigned

Event Planning:

- Responsible for corporate sponsorships
- Assists with recruitment and supervision of volunteer event committee members
- Coordinates event logistics; contracts with vendors, and licenses
- Maintains event records and files; oversees event budget
- Responsible for donor/sponsor acknowledgement and recognition

Staff Supervision:

- Partners with Executive Director to supervise Administrative Assistant as needed
- Will direct, train, and evaluate Development Team in future
- Recruits, with Volunteer Coordinator, supervises and supports volunteers and interns for Development Department
- Actively supports associate staff and volunteers and promotes the development of skills related to the advancement of the goals and mission of PAWS Columbus
- Represents PAWS Columbus in a professional and courteous manner at all times.
- Provides quality service to customers, volunteers, and staff recognizing their individual contributions to PAWS Columbus
- Actively promotes PAWS Columbus programs and services

Miscellaneous:

- Keep all office equipment maintained, clean and secured.
- Treat animals humanely, with compassion and concern both on and off the job, and transmit these values to others.

- Follow all safety rules to ensure a safe work environment at all times. Take immediate action to address any safety concerns or noncompliance of safety rules that could put an employee, volunteer, visitor, animal or the organization at risk.
- Other duties as assigned

Working Conditions:

- Indoor office environment.
- Work in and around animals, animal fur, dander and waste.
- Occasional exposure to high stress levels.
- Work off-shift (holidays, weekends) and fluctuating hours as needed.
- Exposure to high noise levels and zoonotic diseases when in kennels.
- Exposure to all weather conditions when working at outdoor events;

Ability to:

- Use computer and office equipment with skill and efficiency.
- Maintain cooperative relationships with those contacted in the course of work.
- Respect differences in opinions and view them as opportunities for personal growth.
- Regularly communicate with Executive Director regarding needs and concerns.
- Pay attention to detail & quality of work.

This list of Functions is not intended to be exhaustive. PAWS Columbus, Inc. reserves the right to revise this job description as needed to comply with actual job requirements.

PHYSICAL REQUIREMENTS: (N=Needed P=Preferred)

Sitting: N	Standing: N	Walking: N	Lifting: N
Pushing/Pulling: N	Bending/Stooping: N	Kneeling: N	Climbing/Reaching: N
Crawling/Crouching: N	Carrying: N	Repetitive Motions: P	

Other (describe): Requires valid state or government driver’s license

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (Print)

Supervisor's Name (Print)

Employee Signature

Supervisor's Signature

Date

Date