

MONROE COUNTY HUMANE ASSOCIATION

CLINIC • EDUCATION • OUTREACH

Development Director

Job Description

- **Location** Bloomington, Indiana
- **Activity Area** Animal Protection & Welfare (NTEE D20)
- **Closing Date** Open until filled – resumes will be reviewed on a rolling basis
- **Start Date** As soon as reasonable
- **Job Type** Exempt
- **Hours** Full-time (evenings and weekends as required)
- **Salary** \$40,000-\$50,000 +Benefits

The Organization

Established in 1956, the mission of the MCHA is to protect, advocate and educate for animal welfare in our communities. The MCHA is a privately-funded 501c(3) nonprofit organization. We work closely with the City of Bloomington Animal Shelter (a tax-funded, municipal, open admission animal shelter) to provide services and programs to identify, build resources and create solutions for animal welfare issues. ** We are *not* the shelter. **

Position Overview

The Development Director is the primary lead in MCHA's ongoing fundraising efforts and is responsible for the planning, execution, and evaluation of fundraising campaigns and activities. The director will coordinate with the development committee to create and implement a fundraising plan, cultivate donor and sponsorship relationships, and execute yearly fundraising events. The position must demonstrate professional ethics and discretion relating to donor and other organizational issues. . The ideal candidate is self-motivated, a deadline-driven multitasker and able to work independently with great attention to detail. The position also assists in overseeing volunteer development and utilizes both the volunteers and board of directors' members to assist in fundraising asks and donor development. A team player attitude with an ability to work well with a variety of people and engage in appropriate manners dictated by unique circumstances is also required.

Essential Job Functions:

He/she is responsible for developing and executing the annual fundraising plan on behalf of MCHA; securing financial support from individuals, foundations, and corporations; creating and executing a strategy for growing annual giving; ensuring excellent customer service to the general public, and administering / coordinating select programs including:

- **Event and Organization Duties**
 - Overseeing the organization and execution of special events
 - Assist upper management in setting goals that promote organizational and programming growth
 - Serve as the organizational lead for MCHA's two major events, Run for the Animals and Tails on the Town which includes:
 - Develop and coordinate event budgets
 - Utilize staff, volunteers, and board members to plan event details
 - Coordinate and monitor event timelines and ensure deadlines are met
 - Lead staff, volunteers, and board members on obtaining sponsorship, and donor support
 - Lead and help execute day-of activities
 - Produce follow-up reports and metrics based on established KPIs
 - Oversee and coordinate needed mailings; direct, newsletter, thank you, appeals, etc.
 - Oversee and direct committee actions and volunteers
 - Maintain media contact list
 - Generate new event/fundraising opportunities in the community and with donor opportunities
- **Donor Relations Duties:**
 - Cultivate new and existing partnerships
 - Responsible for data development and to maintain and update DonorPerfect data base

Responsibly and compassionately protecting, advocating and educating for animal welfare since 1956.

- Administrative duties related to donor communication
 - Strategize thank you vs receipt acknowledgment procedures
- Oversight of Board of Directors based donor activities and communications
- Oversight of strategic donor recruitment efforts
- Responsible for donor recognition events
- Lead development activities including direct mail, major gifts, capital campaign, and planned giving as needed
- Provides donor research and analysis
- Assists in research and identifying funding opportunities
- Responsible for all donor data and its accuracy
- **Day-Day and Business Operation Support**
 - Serve as MCHA representative at area events, when needed (Ex.: Business After Hours, Community meetings, Networking, etc.)
 - Support and effectively lead goals and responsibilities of direct report team members
 - Supports preparation of budgets, schedules, and other reports as needed
 - Provide consistently excellent customer service to the general public
 - Interact with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment

As a small nonprofit, all employees support the organization through limited administrative support.

- **Other duties as assigned**

Critical Aptitude & Skills

- Demonstrated excellence in organizational, managerial, and communication skills
- Deep passion for animals and support the mission of the MCHA including treating animals humanely both on and off the job
- Proficiency in document creation, records management, and maintaining data integrity and accuracy
- Interpersonal relationship skills to include building alliances with both individuals and community organizations.
- Adequate judgment and self-confidence
- Self-starter with problem-solving skills who is able to work independently and as a team member
- Ability to multi-task, prioritize and organize tasks
- Professional in appearance and behavior.
- Punctual and able to remain professional composure under stress.
- Ability to handle basic supervision of volunteers
- Adheres to all local laws regarding personally owned animals

Minimum Qualifications

- Bachelor's Degree in nonprofit or donor management, or qualifying experience in nonprofit program
- Prior nonprofit or business development experience (required)
- Prior experience in events and/or donor relations management (required)

Physical / Mental Demands

Individual must be able to:

- Work quickly and efficiently
- Perform desk and computer work for extended periods of time
- Be on his/her feet for extended periods of time
- Multi-task, prioritize and organize tasks
- Remain professional under stress
- Work safely and comfortably around animals

Position requires car travel and moderate lifting.

Equipment Use

Individual must be:

- Be proficient with Microsoft Office and general computing skills (DonorPerfect database experience a plus)

- Be comfortable using telephone, computer, fax machine, scanner, copier, and other related office equipment
- Comfortable using social media (e.g., Facebook, Twitter), e-newsletter (Constant Contact) and web platforms
- Have use of a personal vehicle (with valid driver's license and current vehicle insurance coverage)

Benefits

On day ninety-one, all full-time staff become eligible for the following benefits:

- AFLAC Employee Benefits up to \$35.00/ Month
- 2% Retirement match into an employee-owned Simple IRA
- Paid Time Off Accrual at .069 per hours worked (annual max of 144)
- \$250 Health Reimbursement Account, reimbursed monthly
 - HRA-eligible expenses include items such as:
 - Individual health insurance premiums
 - Individual dental or vision premiums
 - Amounts paid toward a policy's deductible
 - Copays
 - Office visits
 - Prescription drugs
 - Nonprescription drugs (with a doctor's note)

Inquiries & Application

Direct all inquiries to warren@monroehumane.org. A background check will be required.