

MONROE COUNTY HUMANE ASSOCIATION

protect • advocate • educate

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** Non-Exempt / reports to Executive Director
- **Hours** Full-time, up to 40 hours weekly (evenings and weekends as required)
- **Salary** Commensurate with applicant qualifications

The Organization

Established in 1956, the mission of the MCHA is to responsibly and compassionately 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

Are you people oriented? Solutions focused? Eager to be apart of a positive culture that believes in a healthy work/life balance and focuses on life saving work for pets in our community?

The Development Director is the driver of all MCHA's ongoing fundraising efforts and is responsible for the planning, execution, and evaluation of fundraising campaigns and activities. The Development Director will coordinate with the development committee to create and implement a fundraising plan, cultivate donor and sponsorship relationships, and execute yearly fundraising events.

Are you a self-motivated, deadline-driven, multitasker with a keen eye for details and able to work independently? Do you love meeting new people and could talk to anyone about the amazing work we are doing? We want to know more about you!

This is a senior-level position that must demonstrate professional ethics and discretion relating to sensitive issues and financial records. The ideal candidate is accurate, self-motivated, able to work independently with attention to details but also be a team player when needed – must be able to work well with a variety of people and interact in appropriate manner that is dictated by circumstances. Strong organizational skills and able to prioritize workload in a busy office environment and meet deadlines. Candidates should be able to develop budgets appropriate for specific events and manage expenses and set financial and event income goals. This candidate is responsible for developing and maintaining positive relationships with media, community organizations, businesses, and individuals. The position may also serve as a liaison between other organizations within the community that share similar goals.

Essential Job Functions:

- **Operations Duties:**
 - Assist upper management in setting goals that promote organizational and programming growth
 - Supports initiatives of all departments
 - Identifies improvement areas and support initiatives to improve effectiveness
 - Generate press releases for both electronic and print media
 - Generate Annual Fundraising Planning Document
- **Events Duties:**
 - Establish & organize new community opportunities
 - Oversees planning and execution of all MCHA events; attendance required as needed

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

- Serve as liaison for Run for the Animals and Tails on the Town
 - Maintain and update database of attendees and sponsors
 - Generate contact lists (donor, attendee, volunteer)
 - Coordinate event budgets
 - Coordinate and monitor event timelines and ensure deadlines are met
 - Oversee and coordinate needed mailings; direct, newsletter, thank you, appeals, etc.
 - Oversee or write press releases and contact media/develop and help execute social media plan
 - Oversee and direct committee actions and volunteers
 - Oversee and direct major events
- Update, maintain and publish media contact list to MCHA Google Doc
- Work with staff to generate new event/fundraising opportunities in the community
 - Summer Fundraising Event (new)
 - Oversee MCHA events & Third Party Events
 - Coordinate with Marketing & Events Coordinator
- Support social media calendar with Marketing Coordinator
- **Day-Day and Business Operation Support**
 - Serve as MCHA representative at area events (Ex.: Business After Hours, Community meetings, Networking, etc.)
 - Provide support for marketing of MCHA
 - Provide general office support
 - 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.

- **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 liaison 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
- 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
- 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

- **Other duties as assigned**

Critical Aptitude & Skills

- Deep passion for animals and support the mission of the MCHA including treating animals humanely both on and off the job
- Demonstrated excellence in organizational, managerial, and communication skills
- Proficiency in document creation, records management, and maintaining data integrity and accuracy
- Excellent public relation skills, strong written and oral communication, as well as a high level of organization
- 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.
- Ability to multi-task, prioritize and organize tasks
- Professional in appearance and behavior.
- Punctual and able to remain professional 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
- Comfortably lift up to 25lbs
- 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 (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)

Inquiries & Application

Direct all inquiries to warren@monroehumane.org. A minimum of three professional/personal references and a background check will be required.