

Serving Monroe County since 1956, the Monroe County Humane Association (MCHA) is a 501c3 charitable organization dedicated to promoting the welfare of companion animals, strengthening the human-animal bond, and providing access to veterinary care and humane education across the community.

About the Position: Development Director

Full-Time Exempt with Benefits (\$45,000-\$55,000)

Position Summary:

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 and executive director to create and implement a fundraising plan, cultivate donor and sponsorship relationships, and execute yearly fundraising events. The position is responsible to and reports to the Executive Director. Currently, the Marketing Coordinator reports to the Development Director.

Essential Position Duties & Responsibilities

1) Special Fundraising and Event Duties:

- a. Oversee the organization, planning, and execution of special fundraising events, ensuring alignment with MCHA's mission and values.
- b. Act as the main liaison for MCHA's two flagship events, Run for the Animals and Tails on the Town, encompassing:
- c. Development and coordination of event budgets.
- d. Mobilizing staff, volunteers, and board members for event planning and execution.
- e. Monitoring event timelines, ensuring punctual completion of tasks.
- f. Directing acquisition of sponsorship and donor support.
- g. Managing day-of activities to ensure smooth operations.
- h. Generating post-event reports and metrics based on KPIs.
- i. Oversee the creation and dispatch of all mailings including direct appeals, newsletters, acknowledgments, thank you letters, and other correspondence.
- j. Supervise committee actions, providing direction and support as needed.
- k. Regularly update and maintain a comprehensive media contact list.
- l. Identify and seize new fundraising opportunities within the community, as well as potential donor engagements.

2) Donor Relations and Giving Strategies:

- a. Cultivate, nurture, and expand relationships with both new and existing donors.
- b. Oversee data maintenance, ensuring accuracy and timeliness of updates within the DonorPerfect database.
- c. Execute administrative tasks associated with donor communications, including both acknowledgment and thank you procedures.
- d. Direct Board of Directors in donor activities, ensuring alignment with organizational goals.

- e. Oversee strategies for donor recruitment, ensuring a diversified and sustainable donor base.
- f. Plan and oversee donor recognition events, celebrating and appreciating their contributions.
- g. Lead fundraising initiatives encompassing direct mail campaigns, major gifts solicitation, special events, and planned giving strategies.
- h. Conduct thorough donor research and analysis to inform fundraising strategies.
- i. Proactively research and identify potential funding opportunities and grants.

3) Day-to-Day and Business Operations:

- a. Represent MCHA at regional events and functions as necessary, such as Business After Hours, community meetings, networking events, etc.
- b. Mentor, guide, and oversee direct report team members, ensuring clear communication and alignment with organizational goals.
- c. Assist in the preparation and management of budgets, schedules, and reports.
- d. Uphold the highest standards of customer service when interacting with the public, donors, and partners.
- e. Collaborate efficiently with co-workers and volunteers, fostering a positive, team-driven environment.

4) Software knowledge

- a. Microsoft Office 365
- b. Donor Perfect knowledge a plus

MCHA offers several 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.
 - o HRA-eligible expenses include items such as:
 - o Individual health insurance premiums, dental or vision premiums
 - o Amounts paid toward a policy's deductible.
 - o Copays and Office visits
 - o Prescription drugs and nonprescription (with a doctor's note)

To Apply:

Interested individuals should email a cover letter addressing experience with the above job requirements, resume, and three professional references to Executive Director, Andrew Krebbs, at akrebbs@monroehumane.org or by mail at PO Box 1334, Bloomington, IN 47402

Position is open until filled.