Job Title: Senior Manager, Development Department

Organization: Humane Society of Memphis & Shelby County

Location: Memphis, Shelby County

Position Type: Full-time, in office, with some nights and weekends for events

About the Organization: The Humane Society of Memphis & Shelby County, founded in 1933, is a non-profit organization dedicated to rescuing, rehabilitating, and rehoming animals in need while advocating for their welfare and promoting responsible pet ownership within the community. We strive to provide a safe haven for animals and ensure they receive the love, care, and support they deserve.

Job Description: The Humane Society of Memphis & Shelby County is seeking a dynamic and self-motivated individual to join our team as a Senior Manager in the Development Department. This position plays a crucial role in advancing our mission through general fundraising activities, donor engagement, events, grant writing, and community outreach efforts.

Responsibilities:

- Proactively seek out and develop sponsorship opportunities with businesses and individuals, fostering mutually beneficial relationships to support the organization's programs and initiatives.
- Serve as a proficient writer and storyteller, effectively communicating the organization's mission, programs, and impact to various stakeholders through written materials, including grant proposals, newsletters, and donor communications.
- Take initiative and demonstrate strong leadership skills as a self-starter, driving forward development projects and initiatives with minimal supervision.
- Identify, cultivate and maintain relationships with donors, both in-person and over the phone, ensuring personalized and meaningful engagement to foster long-term support for the organization.
- Demonstrate the ability to multitask effectively, managing multiple projects, deadlines, and priorities simultaneously with attention to detail and accuracy.
- Conduct comprehensive research to identify potential grant opportunities and develop compelling grant proposals and applications as well as manage reporting.
- Serve as a confident and engaging public speaker, representing the organization at community events, fundraisers, and public forums.
Qualifications:

- 3-5 years experience in fundraising, donor relations, or nonprofit development required.
- Bachelor’s degree in a relevant field (communications, nonprofit management, marketing, etc.) preferred.
- Proven experience in grant research and writing, with a track record of securing funding from diverse sources.
- Exceptional writing and storytelling skills, with the ability to craft compelling narratives that resonate with various audiences.
- Strong interpersonal skills and the ability to engage with donors, volunteers, and community partners in a professional and approachable manner.
- Demonstrated proficiency in social media management, development software, and online event ticketing platforms.
- Comfortable handling and interacting with dogs and cats, with a genuine passion for animal welfare and advocacy.
- Ability to thrive in a fast-paced environment, adapting to changing priorities and deadlines with resilience and resourcefulness.
- Experience in graphic design or familiarity with design software/tools is a plus.
- Salary Range: $60,000 - $65,000 per year, commensurate with experience and qualifications.

The Humane Society of Memphis & Shelby County offers competitive compensation packages, including health insurance, paid holidays, PTO, at cost veterinary care and pet food, and opportunities for professional development and growth. The salary range for the Senior Manager position in the Development Department is $60,000 to $65,000 per year, reflecting our commitment to attracting and retaining top talent dedicated to advancing our mission and serving the needs of our community and animal companions.

Candidates are encouraged to discuss salary expectations during the interview process. The organization is committed to fair and equitable compensation practices and values transparency in all aspects of employment.

Join Our Team: If you are passionate about making a difference in the lives of animals and communities, thrive in a collaborative team environment, and possess the skills and qualities outlined above, we encourage you to apply for the Senior Manager position in the Development Department at the Humane Society of Memphis & Shelby County.

Please submit a resume, cover letter, and writing sample demonstrating your grant writing abilities to scantwell@memphishumane.org. Applications will be reviewed on a rolling basis until the position is filled.

The Humane Society of Memphis & Shelby County is an equal opportunity employer. It is a fundamental policy of HSMSC not to discriminate on the basis of age, race, color, creed, religion, sex, national origin,
physical, mental or visual disability, marital status, predisposing genetic characteristics, sexual orientation, or any prohibited basis under applicable federal, state, or local law. HSMSC follows this policy in regard to all aspects of employment, including, but not limited to, recruitment, hiring, training, promotion, and all other terms and conditions of employment. Employment decisions will be based strictly on legally permissible criteria, generally consisting solely of an individual’s qualifications and abilities relating to the requirements of the position for which the individual is being considered.

In addition, it is the policy of the Humane Society of Memphis & Shelby County to maintain a work environment free of discrimination by supervisors, co-workers, or others based on an employee’s race, creed, color, religion, national origin, age, ancestry, nationality, marital or domestic partner status, sex, gender identity or expression, disability, pregnancy, liability for service in the Armed Forces of the United States, union status, sexual orientation, atypical or hereditary cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other basis protected by federal, state or local law (“Protected Categories”). Thus, all employees are expected to conduct themselves in a manner that maintains a work environment free of discrimination. Any employee who believes he or she has been discriminated against should file a report with the Executive Director. All complaints of discrimination will be promptly investigated in as confidential a manner as possible, and corrective action will be taken where appropriate. Retaliation on the basis of employee complaints of discrimination is strictly prohibited and will not be tolerated.