

AVAILABLE POSITION

Job Title:	Director of Development
Department:	Development
Classification:	Full-time, salary, non-seasonal
Job Relationships:	Supervised by CEO, supervises the Development Manager and gift acknowledgement staff
Position Summary:	Responsible for multiple facets of fund development and stewardship with focus on individuals and high-level partnerships with corporations. Works in concert with Marketing and Communications.
Compensation:	Salary is dependent on experience, qualifications and credentials. Full benefits package provided.
To Apply:	Please submit a cover letter, with salary requirements and resume (combined in one document) by October 4, 2019 to: kgriffith@columbushumane.org . https://www.columbushumane.org/employment <i>Only applications submitted via email will be accepted.</i> <i>Resumes and letters will be accepted until the position is filled.</i>

Duties & Responsibilities:

1. Responsible for designing and executing the overall fund development strategy including annual giving, major and capital gifts and planned giving. Sets relationship management and fundraising goals and develops metrics to measure and track progress toward those goals. Focuses on identifying, cultivating, soliciting and recognizing donors through personal contact, fundraising and awareness events and solicitation of corporate gifts. Works in partnership with the CEO on fundraising, major donor cultivation and prioritizing portfolio of prospective donors. Manages a portfolio of current and prospective donors, engaging in ongoing stewardship and cultivation including in person meetings, tours and stewardship at events.
2. Supervises the Development Manager in creating strategy for entry level donors and annual giving campaigns. Oversees the facilitation of events that bring together potential and/or current donors and the leadership team, Board of Trustees, etc. including oversight of special event fundraisers and donor cultivation events.
3. Works closely with the Marketing Manager to align messaging and storytelling efforts.
4. Manages all department resources, both personnel and financial, for maximum benefit:
 - Directs, supervises and supports development staff and volunteers to ensure effective performance and achievement of measurable department goals.

- Responsible for staffing and coordinating all efforts of the Development Committee for Columbus Humane Board of Trustees.
 - Promotes and assures staff and volunteer skill development, training and coaching necessary to advance the Columbus Humane’s mission, goals and management philosophy.
 - Develops annual goals for department staff that includes timelines, procedures and accountabilities to be accomplished in meeting future plans and goals as well as performance metrics for measurement.
 - Approves departmental hiring and vacation/leave requests. Hires new staff as needed and budgeted and oversees effective department orientation. Performs performance counseling and annual performance reviews.
 - Prepares and executes departmental budget on annual basis, to include projected income and expenses. Monitors revenues and expenses versus budget throughout the year and makes appropriate adjustments. Compiles regular summary reports of department financial and other performance for CEO and the Board. Discusses budget projections and accounting procedures with direct reports to resolve any discrepancies.
5. Actively promotes Columbus Humane’s mission, services, programs and events. Assists the CEO in creating and maintaining a “culture of philanthropy” throughout the entire organization. Actively supports staff and volunteers and promotes the development of skills related to the advancement of our goals and mission. Represents Columbus Humane in a professional and courteous manner at all times. Provides quality service to customers, volunteers, and staff recognizing their individual contribution to the success of our organization.
6. Performs other duties and special projects as assigned by the CEO.

Skills & Qualifications:

The ideal candidate is an energetic self-starter with exceptional oral, written and creative communication skills; has outstanding relationship building skills and the ability to work in a fast-paced environment; demonstrates intellectual agility and the ability to think strategically. Candidate must demonstrate high emotional intelligence, be highly organized, detail-oriented, accurate and deadline driven. Must have demonstrated skills in securing donations, managing donor relationships, and experience working with committees. A minimum of four years of development experience is required. Four-year college degree is preferred. Must possess a valid Ohio Driver’s License and insurable driving record.

Other skills/experience considered:

- Experience building a comprehensive development plan and delivering on associated goals
- Demonstrated ability securing major gifts and sponsorships including managing relationships with a portfolio of donors
- Experience managing and leading high performing teams
- Communication: written, digital and verbal with internal and external constituents--samples may be requested
- Independent management of a development strategy and program
- Accountability – experience substantiating and reporting progress toward and ultimately meeting, agreed upon goals
- Technical development skills: cultivation, solicitation, stewardship, moves management, and database management

Who We Are

Columbus Humane is a non-profit 501(c)(3) animal welfare organization in Columbus, Ohio serving more than 9,000 animals in our community a year. We have been advancing animal welfare in central Ohio since 1883. We are more than just a shelter. We are a progressive animal welfare organization. We provide the highest quality medical care and an increasingly diverse enrichment program to our animals. We strive to provide strong support to the central Ohio community through innovative programming such as our Animal Support Center, our partner transfer network, Safe Haven, Rescue Clinic, and Community Cat Initiative TNR.

Columbus Humane provides only the highest quality of care for everyone we serve, animals and people alike. We are a team of experts—skilled, caring and compassionate people dedicated to our mission of fighting animal cruelty, helping animals in need and advocating for their well-being. We stand for maximizing the quality of life of a pet and enhancing the lives of pet owners. Our board, staff and volunteers are passionate about our mission and about the animals in our care. Our facility is newly remodeled and creates an environment where both people and animals feel good.

Why We Do This

Our Core Values

EXPERTISE Our knowledge is at a level above the rest. From our leadership to our volunteers, education is something we take seriously, and we are always learning more. It is important that we continue to share this knowledge.

INNOVATION We are always evolving, growing and improving our programs and services, dedicated to implementing new and better ways to do our work. We know that change and new ideas can help to save and improve animal lives.

COLLABORATION We can't do this alone. We work together internally and with partners externally, uplifting each other in order to provide all animals the highest quality of care. Supporting our clients and their animals is a priority.

ENDURANCE We have history, helping animals since 1883, and we're not going anywhere. Through sometimes long days and nights, we are in this for the long haul.

What We Are

Our Attributes

UPLIFTING We want to be uplifting to everyone we come in contact with and leave every situation better than we found it. We have created an environment where our staff and volunteers flourish and where clients and animals can thrive.

RESILIENT Nothing gets us down. We push forward towards our mission and goals, using our expertise and resources to navigate any obstacles. We always follow through on our promises and objectives.

FLEXIBLE We know that no situation is the same. We approach each new challenge with open hearts and minds, using our wealth of knowledge to navigate our way through any situation.

VISIONARY We are at the leading edge of animal welfare programming and services, but we are always looking forward. Both nationally and locally, our peers look up to us and call on us for guidance.

OPTIMISTIC We bring a positive outlook to our work. Our history and outstanding results give us reasons to believe that there is a happy ending. Our outlook positively impacts our culture, team, volunteers, animals and clients.

PROFESSIONAL This is not a hobby for us. This is our calling. We are experts in our field, and collectively, we are a team committed to excellence.

EMPATHETIC We believe in truly listening to and supporting each other and those who come to us for help. With the utmost respect, we are committed to helping animals and their people.

PROTECTIVE We are fervent defenders of animal welfare. We are ever watchful and act quickly to protect animals from cruelty and abuse.

How We Behave

Our Workplace Norms

We make eye contact and we smile. We say hello. (We fist bump and high five, too.)

We respect each other by arriving on-time and prepared to participate in meetings. That means we bring something to share.

We are completely honest—but never brutally.

We share and expect to receive timely, candid and kind feedback.

We communicate openly and supportively.

We enjoy our work and we love to laugh.

We bring our A game—every day, for each animal, every person. If we can't, we do our best and reach out for help.

We hustle. We move like lives are depending on it because they are.

We present ourselves and Columbus Humane with professionalism because our integrity and reputation makes a life-saving impact.

We get our hands dirty. (And then we wash and dry them thoroughly.)

We say we don't know when we don't know—and then we find the answer.

We celebrate our successes—usually loudly and with food.

We help. We actively look for reasons to say "yes" when our help is needed.

We show and tell. We do more than point our guests in the right direction. We get up and walk them to their destination.

We display welcoming, engaged body language. (No deep sighs, no eye rolls)

We listen to understand, not to judge.

We believe in team. We pool our resources to maximize our impact.

We know that the best decisions are balanced and consider the best interest of animals, people and our organization.

We care for ourselves and the people around us; recognizing when we feel stress or fatigue and making the adjustments needed to stay healthy and well.