

# Development Director (DD)

**Organization:** Rutland County Humane Society (RCHS)  
**Date Posted:**  
**Date Needed:**  
**City/State:** Pittsford, Vermont  
**Country:** United States  
**Primary Category:** Development  
**Salary:** Competitive/commensurate with experience and other qualifications  
**Type of Position:** Full-Time  
**Education Requirement:** Bachelor's degree  
**Experience Requirement:** 3-5 years

## Description & Details

### RCHS Development Director

The Rutland County Humane Society has been serving the animals and people of Rutland County, Vermont for more than 55 years. We offer a safe haven for people who, for a variety of reasons, need to surrender their pet. Working with Town Animal Control Officers (ACO's) and Local, County and State Law Enforcement officials, we house animals that are picked up and transported to the RCHS as strays on the street or have been abused and/or neglected, where they receive necessary veterinary care and love while waiting to be found by their owners or adopted. We have had a 100% spay/neuter policy for our animals for more than 25 years.

Our annual budget is approx. \$600,000, of which \$360,000 comes from donations and events.

## ABOUT THE JOB

Reporting to and in partnership with the Executive Director, the Development Director will spearhead development efforts to increase RCHS's donor base and annual donor income through the following activities:

- Works with Executive Director and Board of Directors to develop organization's development campaign plans and strategies.
- Conducts individual donor cultivation, solicitation and stewardship activities.
- Serves as one of the primary solicitors of donors.
- Secures financial support from individuals, foundations and corporations.

- Oversees organization of key special events.
- Actively seeks to deepen current donor relationships and to forge new ones.
- Creates powerful, compelling written and oral communications for fundraising.

**PRIMARY TASKS:**

- Manages development operations, creating an efficient and secure working environment.
- Creates solicitor strategies using selective management techniques.
- Provides fundraising leadership with Executive Director, Board of Directors and other staff to ensure solicitation progress.
- Conducts prospective donor research and produces donor profiles for staff and Board solicitors.
- Represents organization at external community and donor events.
- Creates, organizes and implements fund raising events for the RCHS and implements planned giving programs.
- Manages the Annual Appeal (Spring).
- Manages the Annual Membership Campaign (Fall)
- Manages the Annual Community Holiday Critter Card (CCHC) fund raising campaign (November).
- Manages the Annual on-line raffle (January).
- Manages the Annual Duck Derby (Fall).
- Manages the biannual yard sales (Spring & Fall).
- Manages events including Dock Diving, Animal Pool Part, two on-line auctions, For the Love of Dogs, the annual Golf Tournament, and Blessing of the Animals.
- Works with the Associate Director and other staff in crafting marketing and messaging strategies.
- Creates and executes a strategy for increasing and sustaining a large base of annual individual donors.
- Manages the ordering, sales and data entry of fund raising tickets sold by local businesses.
- Manages the distribution and pickup of RCHS Dog Banks and Community Donation Bins located within Rutland County business establishments.
- Engages in special projects as assigned.
- Manages call time priorities for the Executive Director and ensures donor follow-ups in a timely fashion.
- Communicates with the Executive Director around program priorities and grant requirements.
- Oversees donor database to ensure accurate recordkeeping and long-term organizational knowledge.
- Writes grants and contracts with donor database vendor and other vendors as needed.
- Oversees the development calendar and ensure the accurate and successful submission of grant proposals and meet all grant deadlines.

- Assists the Executive Director in developing the annual budget for fund raising mail campaigns and other fund raising events.
- Strengthens relationships with donors, foundations and local businesses
- Responds to donor requests for information and documentation in a timely manner.
- Works with the Executive Director to develop and initiate outreach to new funding sources including identifying, researching and follow up on individual, corporate and foundation prospects.
- Oversee creation of donor outreach materials and reports.
- Maintains data base, perform accurate data entry; maintain, develop and/or modify systems for efficient management of information.
- Represents the RCHS at schools and community groups in educating people about RCHS, humane education, the RCHS Mission, etc.
- Purchases Office and Adoption Center supplies and control office inventory.
- Manages all aspects of bulk mailings including printing, stuffing envelopes, mailing under bulk mail rules.
- Coordinates and tracks donations, maintains lists of donations by category, coordinates thank you notes and letters from the Executive Director.
- Other duties and responsibilities as assigned.

## **REQUIRED KNOWLEDGE & SKILLS**

### **Knowledge of**

- Non-profit fundraising approaches that serve to identify, cultivate, solicit and steward a variety of donors at all giving levels.
- Relationship development and management principles and practices.
- Principles of working effectively with diverse and broad-based community constituencies.
- Experience in capital campaigns highly desired
- On-line web based program knowledge.
- Use of US Post Office software
- Auction software.
- New Donor Perfect software.

### **Skills in**

- Strategy development and execution.
- Judgment and decision making.
- Oral and written communication.
- Influencing and negotiation.
- Time and workload management.
- Accuracy and detail orientation.
- Organization and multi-tasking.
- Teamwork and customer service.

- Supervision and Teambuilding.

## **QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in Business Administration, Marketing with 3-5 years fundraising experience and a proven track record with a variety of fundraising techniques and tools, including individuals, foundations, and corporations.
- Strong management skills with the ability to oversee programs and stay within budget.
- Exceptional written and verbal communications skills. Computer proficiency in Windows operating system and MS Office software including Word, Excel and Power Point. Ability to operate Internet applications and email as well as external vendors' and proprietary software programs.
- Familiarity with managing donor base data and fund raising software systems.
- Comfort in speaking with individuals and organizations in various settings.
- Organized, deadline-oriented, and able to multi-task.
- Team-oriented and sense of humor.
- Ability to work evenings, weekends, and travel.
- Must be able to pass background check.
- Valid driver's license.

## **PHYSICAL REQUIREMENTS**

- Manual dexterity for operating a computer keyboard, printer, facsimile machine, photocopier, scanner, calculator and/or ten-key adding machine.
- Ability to sit at a desk or conference table for extended periods of time within an office environment.
- Ability to lift up to 50 pounds.

## **SPECIAL REQUIREMENTS**

Must be able to tolerate close proximity to domesticated animals

During the first year of employment, the employee earns five (5) days of paid vacation. The employee also receives five (5) paid sick/personal leave days per year after completing the 90-day introductory period. All time off is subject to the approval of the Executive Director. Upon hiring, the employee will be subject to a 90-day introductory period during which time employment may be terminated as determined by management. All aforementioned requirements are subject to change by the RCHS at any time.

## **DEADLINES FOR APPLICATION**

While the position will be kept open until the right candidate is found, applicants should submit a Cover Letter and Resume with a list of accomplishments to: Dr. Kevin A. Rushing, Executive Director [Executivedirector@rchsvt.org](mailto:Executivedirector@rchsvt.org).