



Job Description

Position Title: Development Director **Classification:** Salary/Exempt

Reports To: Vice President of Outreach **Schedule:** FT; evenings/weekends as needed

Summary of Purpose: Lead and oversee the development department to support the Kentucky Humane Society's (KHS) mission. Provide fundraising expertise and staff management to ensure the overall success of the Annual Fund and Special Events.

Duties (Essential Functions):

- Participate and oversee all gift solicitations, donor recognition, KHS memberships, planned gifts, fundraising events and special projects; personally solicit donors, corporations and prospects
- Participate and ensure a continued stewardship and moves management program in which donors are thanked in a timely fashion and in a manner that cultivates continued support
- Supervise, support and lead the Development and Volunteer Departments and staff
- Ensure the success of KHS signature fundraising events through solicitation and growth of sponsors, establishing strong committees and finalizing logistics in accordance with budget for the Tuxes & Tails Committee
- Maintain a personal portfolio of major gift prospects (defined as those giving a gift of \$1,000+ in support annually, as well as those donors and prospects that have the capacity to give at the major level or higher.
- Create a culture of philanthropy across all KHS departments and provide leadership to staff and their programs
- Serve on the leadership team and participate in the strategic planning process ensuring goals, objectives, and action steps are being met
- Make presentations at forums and events to develop and maintain communications and to cultivate and foster strong partnerships/support
- Responsible for creation and adherence of yearly budget of department revenues and expenses. Provide monthly reports to the VP of Outreach
- Maintain a working knowledge of significant fundraising developments and trends
- Other duties assigned by Vice President of Outreach

Qualifications/Requirements:

- Five or more years as a development/fundraising professional or the equivalent with proven success of increasing career leadership and development goals
- Entrepreneurial and resourceful leader who is able to recognize and act on new and potential opportunities

This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.

- Excellent verbal and written communication skills
- Excellent organization skills and the ability to thrive in team environment
- Leadership and management skills with ability to work effectively with all constituents
- Support the organization’s mission, philosophy, policies and procedures
- Ability to represent the Kentucky Humane Society in a professional manner in accordance with the American Professional Fund Raising Code of Ethics
- Previous experience with donor software programs
- Commitment to KHS core values
- Background Check required

Education:





- High school degree or equivalent required
- Bachelor’s degree from an accredited four year university required or related five years of experience.

Physical Demands/Working Environment

- Individual will have extended periods of sitting, talking and listening
- Frequent bending, reaching, kneeling, walking and standing on a regular basis while performing job functions
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to or exceeding 50 lbs.
- Includes working in an indoor desk environment.

Training Required After Employment: *New Employee Orientation, Departmental Training Program*

Kentucky Humane Society Core Values

-  **Always Pawsitive** - Embracing optimism at all times with animals, ourselves, each other and our community.
-  **Compassion Matters** - Meeting everyone with an open mind, kindness and respect.
-  **Inspire Others** - Encouraging collaboration, perseverance and dedication for our mission.
-  **Ever-Evolving** - Leading the change our communities needs

I have read, received, understand and will comply with the duties of this position:

Name of Employee: _____

Signature: _____ Date: _____

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