Director of Development & Community Engagement

Deadline: 5 p.m. MST, Monday, February 6, 2017
Foothills Animal Shelter may stop accepting applications prior to the deadline and interested candidates are strongly encouraged to submit their materials before February 6.

Department: Development & Community Engagement

Reports to: Executive Director

Number of Direct Reports: 2

Status: Full-time, exempt

Schedule: 40 hours, variable

Foothills Animal Shelter, employing 50 staff and serving 11,000 animals annually with a $3.5 million budget, is seeking a development visionary with dynamic storytelling talent to lead ambitious development and community engagement efforts. The successful candidate will bring an expert understanding of the Denver Metro/Front Range communities, and will be adaptable and decisive while guiding a team of talented professionals. The Director of Development & Community Engagement will oversee organizational functions including fundraising, campaign management, events, donor and public relations, communications, marketing, and humane education and outreach.

Position Summary:
Reporting to and in partnership with the Executive Director, the Director of Development & Community Engagement will spearhead development and community engagement efforts as Foothills Animal Shelter continues to grow. A new position in our organization, the Director will have the opportunity to build a strong team to design and implement forward-thinking, effective, and inspiring fundraising, community outreach, marketing, and communications strategies under the mission of giving the best care to each animal that comes through the shelter’s door and supporting our community.

Responsibilities:
- Lead the Community Engagement and the Development Teams through various functions, including communications processes, strategic planning, gift processing and donor tracking, data and reporting, donor
cultivation, events, grants development, and growing our education and outreach efforts.

- Develop and execute long-term plans for fundraising, community engagement, marketing, and strategic partnerships in a way that is cohesive and interactive across functions.
- Oversee the marketing and communications functions that grow our adoptions program, media and public presence, licensing program, veterinary services, and humane education.
- Secure financial support from individuals, major donors, foundations, and corporations.
- Develop and maintain ongoing relationships with major donors
- Creating and executing a strategy for a large sustained base of annual individual donors.
- Develops and implements an integrated strategic communications plan to promote all facets of Foothills Animal Shelter, advance the organization’s brand identity, increase donor engagement and retention, broaden awareness of the Shelter’s programs and priorities, and increase the visibility of the organization across key stakeholder audiences.
- Sets departmental goals and measurables and collects and analyzes the data to track success.
- Recruits, trains, supervises and directs multiple volunteer teams.
- Professionally represents the mission, philosophies and goals of the Shelter.

Knowledge, Skills, and Abilities:

- Talent in delivering sensitive or uncomfortable communications to a variety of groups and individuals, including those with and without animal welfare understanding.
- Commitment to training programs that maximize individual and organization goals across Foothills Animal Shelter including best practices in donor and public relations, development, and communications.
- Tech-savvy with an ability to use donor and client management software.
- A successful track-record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision-making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Tactful and patient while working with a variety of groups and projects.
- Excellent writing and editing skills.
- Strong organizational, planning and critical thinking skills.
- Positive attitude and professional demeanor.
- Strong commitment to the welfare and proper treatment of animals.
- Personal qualities of integrity, credibility, and dedication to the mission of Foothills Animal Shelter and its community.
Experience and Education:

- Bachelors degree is a must, preferably with a focus in non-profit management, communications, journalism, marketing, or business administration, or closely related field.
- Masters and/or additional education/certifications strongly preferred, including MBA, MPA, CFRE, CPC, APR, CMMP.
- At least three years of senior leadership experience in development/engagement in which key responsibilities include budget oversight, strategic planning, and managing people.
- At least seven years of professional experience in development/engagement, preferably in a government or non-profit entity and with board relations responsibilities.
- Must have an expert understanding of Colorado markets, resources, and communities, particularly those in the Denver Metro/Front Range.
- Proven success with securing $10,000+ donations, six-figure fundraising efforts, and growing revenue.
- Experience in animal welfare a plus, but not required.

Working Conditions:

- Must maintain flexibility in work schedule to respond to emergencies or work as needed.
- Noise, odors, chemical fumes, animal hair and dander are encountered due to equipment and animals.
- Subject to animal bites and scratches.
- Must be able to manage the emotional aspect of routine euthanasia of healthy, sick, and injured animals, and support employees in high-emotion circumstances.
- Occasional lifting of up to 50 lbs. with reasonable accommodations.

Compensation and Benefits:

Foothills Animal Shelter offers a competitive total compensation package. Benefits include 100% employer-paid medical and dental insurance, vacation and sick leave, expense reimbursement, and more. Salary is negotiable depending upon experience.

To apply:

Email a cover letter and resume detailing your qualifications and experience as it relates to this opportunity to reveleigh@fas4pets.org no later than 5 p.m. MST, Monday, February 6, 2017. Please include your salary requirements. Candidates who fail to provide all of the information requested may not be considered.

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