



Job Description

Development and Community Engagement Manager

DEPARTMENT: Development & Community Engagement

REPORTS TO: Director of Giving and Engagement

NUMBER OF DIRECT REPORTS: Currently, 2

STATUS: Full-time, exempt

SCHEDULE: 40 hours, variable; generally Monday-Friday, with some evenings and weekends required for events

MISSION

Foothills Animal Shelter's mission is: Providing exceptional support to our community through education, services that strengthen the human-pet bond, and humane care for the animals we serve.

VALUES

All employees and volunteers are expected to embody the Shelter's Values which are to have honesty and integrity in all that we do, with the following values as our guide:

- **Stewardship:** Assume responsibility and ownership for our actions within our shelter and our community.
- **Positive Culture:** Create a safe, supportive environment for the health, wellbeing, and development of staff and volunteers.
- **Openness:** Nurture an innovative, inclusive, and creative environment that cultivates conversations and relationships that actively work towards the future.
- **Team Oriented:** Build relationships, embrace teamwork, and foster collaboration in pursuit of our Mission.

POSITION SUMMARY

The Development and Community Engagement Manager leads key fundraising, donor engagement, and stewardship initiatives for Foothills Animal Shelter. This position provides leadership and supervision to members of the Development & Community Engagement team and is responsible for translating development strategy into effective programs, events, and community engagement efforts. The Manager works closely with the Director of Giving and Engagement and organizational leadership to strengthen donor relationships, grow giving programs, and support the Shelter's broader fundraising priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership, supervision, coaching, and performance support to assigned Development & Community Engagement staff, supporting their growth and success in their roles.
- Partners with the Director of Giving and Engagement to strategize, design, and implement current and new corporate and annual giving programs.
- Collaborates with leadership to align fundraising strategies and initiatives with broader organizational priorities.
- Manages and grows the Shelter's recurring donor program (PAWS sustained giving) and Vehicles for Charity program, with a focus on growth, donor retention, and long-term engagement.

- Maintains relationships with fundraising platforms, including Colorado Gives Day, and workplace giving programs, ensuring accurate profiles, campaign strategy, timely acknowledgment, and donor stewardship.
- Supports growth of the leadership giving portfolio by identifying donors with demonstrated affinity and potential capacity and providing consistent stewardship of recurring, workplace, and third-party donors.
- Ensures accurate donor data management in collaboration with the Development and Administrative Assistant and Data Analyst.
- Leads initiatives to improve development and engagement processes, systems, and practices.
- Develops and implements a strategic plan for fundraising and stewardship events that engage donors and the broader community.
- Serves as the primary contact for planning and implementing all aspects of development events, including timelines, creative details, budgets, permits, vendors, signage, supplies, and volunteer staffing plans.
- Manages event budgets to control costs and maximize revenue and strategic impact.
- Collaborates with Marketing and Communications to develop event and campaign promotion strategies and timelines and ensure brand consistency and strategic integration across departments and giving channels.
- Coordinates post-event follow-up and donor communication, including acknowledgments and impact summaries, and ensures timely event analysis, documentation, and stakeholder debriefs.
- Develops and oversees a robust volunteer roster to support development events and outreach, including role development, recruitment and retention, training, and ongoing volunteer support.
- Fosters a collaborative, mission-aligned culture within the team and helps employees understand their individual contributions to the success of the organization and its development initiatives.
- Ensures high-quality service in the Development & Community Engagement team's interactions with community members and support staff, including those outside the immediate team, in situations requiring timely problem-solving and sound judgment.
- Maintains a consistent onsite presence to stay connected to the Shelter's mission and daily operations, respond to over-the-counter donations as needed, and build relationships across the Development team, other departments, volunteers, and donors. Regular time in the building provides context on organizational priorities, opportunities for cross-departmental collaboration, and a deeper understanding of how the Shelter's programs and services function together.

ADDITIONAL RESPONSIBILITIES

Safety

- Promotes and follows all safety guidelines to maintain a safe work environment.
- Conducts injury and accident investigations and reviews accident reports for deficits in training, facility safety, or noncompliance with safety protocols.
- Takes immediate action to address safety concerns or noncompliance with OSHA safety rules that could put an employee, volunteer, community member, animal, or the organization at risk.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

JOB QUALIFICATIONS

Education and Experience

- At least three years of professional fundraising or membership management experience, preferably in a government, nonprofit, or mission-driven organization
- At least three years of experience creating and managing events
- At least two years of supervisory experience
- Experience with digital fundraising tools and donor management platforms

Licenses and Certifications

- Must obtain Fear Free Shelter certification within 60 days of employment
- Valid driver license with insurable driving record required

Knowledge, Skills, and Abilities

- Demonstrated ability to lead, support, and develop employees
- Strong relationship-management skills and the ability to work effectively with donors, community partners, volunteers, colleagues, and organizational leadership
- Outstanding verbal and written communication skills, including public speaking
- Excellent interpersonal and organizational skills
- Demonstrated aptitude for providing excellent service to a diverse community
- Ability to move effectively between strategic planning and hands-on execution
- Approaches projects and overall work with a collaborative and growth mindset
- Demonstrates sound judgment and effective problem-solving and decision-making skills
- Strong attention to detail and ability to prioritize multiple responsibilities in a fast-paced environment
- Proficient in Microsoft Office software and comfortable learning and administering software applications
- Strong commitment to the welfare and humane treatment of animals

Physical Requirements

- Ability to sit for extended periods while performing computer-based work
- Ability to stand and walk for extended periods during fundraising events
- Ability to lift, carry, and move up to 30 pounds during event set-up and breakdown
- Ability to work outdoors in various weather conditions during fundraising events
- Fine motor skills and manual dexterity for keyboarding and operating standard office equipment

WORKING CONDITIONS

- Hybrid work arrangement with a minimum of three days onsite per week at the Foothills Animal Shelter facility; must reside in Colorado
- May be required to work evenings or weekends to support events and community engagement activities
- Primarily a desk-based office environment with standard office noise levels
- Onsite work is performed in an animal shelter environment with regular exposure to noise, odors, animal hair/dander, chemical fumes, and common allergens
- Subject to animal bites and scratches
- Occasional outdoor work during fundraising events in various weather conditions, including heat, cold, rain, and wind
- Extended periods of direct interaction with the public, volunteers, and team members during fundraising events

EQUIPMENT USED

- Basic office equipment, including telephone, computer, printer, and projector
- Cloud-based software programs
- Drives a Shelter-owned or personal vehicle on behalf of the Shelter