

**JAMESON ANIMAL RESCUE RANCH  
DIRECTOR OF DEVELOPMENT  
NAPA VALLEY, CALIFORNIA**

For other development listings in Northern California, please visit [www.cooksilverman.com](http://www.cooksilverman.com).

**ABOUT JAMESON ANIMAL RESCUE RANCH (JARR)**

Jameson Animal Rescue Ranch (JARR) is a no-kill rescue and sanctuary in the Napa Valley for companion and farmed animals in need. The nonprofit provides transitional and permanent shelter, adoption and rescue services, humane education, animal advocacy, and is committed to ending animal cruelty and overpopulation. JARR also collaborates with and acts as a liaison for various local animal rescue groups.

JARR is launching a capital campaign to purchase land and build a sanctuary that will house animals eligible for adoption and care for animals in need. The site will be a place where people of all ages can come and interact with adoptable animals, engage in educational programs, and volunteer. The site will also have a state-of-art veterinary hospital.

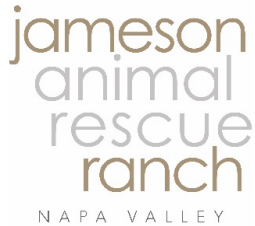
For more information, please visit <http://www.jamesonanimalrescueranch.org/>

**POSITION OVERVIEW**

The Director of Development will design, manage, and execute all philanthropic activities and programs, including capital campaign, major gifts, planned giving, annual fund, foundation and corporate grants, stewardship, fundraising events, and donor database. He or she will work closely with the Executive Director to craft and execute the strategies needed to meet the organization's annual budget of \$1.5 million and to significantly increase fundraising revenue over the next three to five years. He or she will collaborate closely with JARR's communications staff and manage relationships with fundraising vendors.

**REPORTING RELATIONSHIPS**

Position reports to the Executive Director of the organization.



## **PRIMARY RESPONSIBILITIES**

**Strategically plan and execute all philanthropic activities.**

### Major Gifts, Capital Campaign, and Planned Giving

- Work with JARR's founder, Executive Director, and fundraising consultant to develop and execute a plan for major gifts and JARR's capital campaign to build the ranch.
- Develop and execute a planned giving campaign.

### Foundation and Corporate Grants

- Develop and execute a foundation and corporate grant solicitation program including research, proposal writing, and reporting requirements.

### Donor Relations and Communication

- Manage donor cultivation and stewardship communications.
- Maintain donor database, currently in eTapestry.
- Work with founder, Executive Director, and Manager of Communications to establish key messaging to donors.

### Annual Fund

- Direct the annual fund program, including direct mail, email solicitations, and social media solicitations and other annual fundraising drives.
- Develop strategy and content for JARR's online fundraising through our website, social media, and advertising in consultation with JARR's Manager of Communications.
- Work with the Executive Director and Program Managers to develop and execute monthly giving programs.
- Assist the Founder and Executive Director with JARR's annual WinePAWlooza fundraising event.
- Plan and manage all of JARR's other fundraising events in consultation with the Manager of Community Outreach and Strategic Partnerships.

### Development Operations

- Create and manage the Development Department's operating budget and annual fundraising plans and provide regular reports to the Executive Director and board of directors on the Department's performance.
- Work with the Manager of Communications to ensure all development materials meet the requirements of JARR's branding guide.

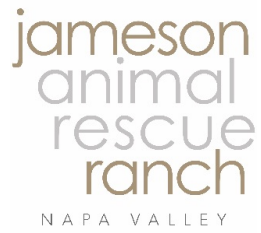
- Work with the Board of Directors' Development Committee to establish board fundraising goals, work with the board to meet those goals, and run the Development Committee meetings.
- Assist with board recruitment, training, and development.
- Develop and manage other Development Department operations including Combined Federal Campaign, state charity registrations, and affiliate programs.
- Manage relationships with volunteers and outside vendors.
- Work with JARR's volunteer coordinator to find additional volunteers to support the department's work as needed.

#### Other

- Stay informed about companion and farmed animal protection issues.
- Accomplish other duties and responsibilities as directed by the Executive Director.

#### **QUALIFICATIONS**

- Five or more years' experience in fundraising/development including management of fundraising campaigns
- Proven success in major gifts identification, cultivation, solicitation and stewardship, annual fund management, corporate and foundation relations, marketing and communications
- Knowledge of SF Bay Area and Napa Valley's philanthropic community that supports animal welfare
- A clear understanding of and commitment to the mission of JARR and the ability to effectively communicate the mission and goals of the organization,
- Excellent organizational and prioritization skills and ability to meet deadlines
- Ability to manage multiple projects, initiatives, and events in parallel.
- Excellent interpersonal, written, and verbal communications skills and the ability to communicate effectively with members, supporters, co-workers, Board of Directors, volunteers, and the community
- Skills and experience software applications, including Word, Excel, prospect databases, and donor research tools
- Ethical compliance, as defined by the Association for Fundraising Professionals
- Demonstrated proficiency in Microsoft Office suite and internet research.
- Confidentiality and professionalism



**TO APPLY**

Please send cover letter and resume to Victoria Silverman at [info@cooksilverman.com](mailto:info@cooksilverman.com). We will respond to all applications.