



Job Title: Development Director

Classification: Exempt, Full-Time

Reports to: Executive Director

Salary/Benefits: DOE, competitive; benefits are offered with this position.

OVERVIEW

The Development Director at Napa Humane will be responsible for all fundraising and development efforts and strategies. A primary responsibility will be creating and supporting the infrastructure required to grow and sustain the organization via major gifts, grants, corporate giving and other channels of support. The Director of Development will maintain, grow and diversify the donor base and revenue streams of Napa Humane, secure short and long-term funding, create new initiatives, as well as increase opportunities for major giving. Working closely with the Executive Director (“ED”) and the Board of Directors’ Development Committee, the Development Director will build external alliances/partnerships and cultivate individual support. The role requires a strategic thinker with a proven ability to cultivate and sustain philanthropic support with the Napa community and the greater vicinity.

Napa Humane (the Humane Society of Napa County & SPCA) is a non-profit organization incorporated in 1973. Formed in recognition of the need for a higher standard of animal care in Napa County, our founders worked closely with the principal municipal animal services agency at the time, advocating for more humane treatment of homeless animals in their care. Recognizing that companion animals are an important component of healthy communities we've grown to consider Napa Humane as a community service organization. Our programs and services are designed to address the needs of companion animals - but also to provide support, education, and assistance for all the people who care for and about them.

Napa Humane has an annual operating budget just short of \$1M. This position is based in Napa but will require some travel. For information on Napa Humane, please visit www.napahumane.org.

This position reports directly to the Executive Director.

TO APPLY:

Email to wpiscia@napahumane.org the following documents:

- Cover Letter
- Resume
- At least three (3) professional references

- At least two (2) writing examples (proposals, grants, reports, etcetera)
- A LinkedIn profile is also helpful, but not required

ESSENTIAL JOB DUTIES

1. Develop and execute Napa Humane's annual fundraising plan (in collaboration with the Executive Director).
2. Secure appropriate funding from corporate partners, individual donors and foundations.
3. Research and identify both short and long-term fundraising/giving opportunities and sponsors/partners who are aligned with the organization's mission.
4. Oversee the grant process, including the timely targeting of key grants and programs. Manage related communications and practice oversight of the terms and conditions of grants received. Work with staff, as appropriate, in the writing or preparing of grants, letters of interest, etcetera.
5. Ensure proper record management of donors and prospective donors, including coordinating activities of staff engaged in contributions, acknowledgment letters, pledges, etc. Ensure sponsor or donor benefits are received, processed and applied in accordance with any conditions or regulations as per agreement(s).
6. Establish, maintain and update SOPs for all development programs, processes, systems and software.
7. Provide ED and Board with concise, meaningful, and up-to-date activity reports; ensure accuracy of all gift recording and accounting of income generated via fundraising.
8. Create and develop a major donor engagement program that identifies, cultivates, solicits, tracks and retains qualified donor prospects.
9. Work with ED and Development/Events Committees to create, manage, and ultimately, implement fundraising events. Assess effectiveness of events and ensure proper resources and ROI on all events.
10. Create and manage annual Development budget; participate in financial review meetings; meet or exceed budget goals.
11. Be responsible for department oversight (management, payroll, scheduling) for any direct report(s).
12. Research areas for improvement and/or greater efficiencies within department.
13. Other duties as assigned or required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a.) Education and/or Experience:** Bachelor's degree and five (5) or more years of development/fundraising experience, graduate degree preferred. Demonstrated success and management experience in the nonprofit arena required.
- b.) Supervisory Responsibilities:** Carries out supervisory responsibility in accordance with Napa Humane's policies and all applicable state, federal and local laws. Two or more years

of direct supervisory experience required. Responsibilities include but are not limited to: interviewing, hiring, and training direct report(s); planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

- c.) **Skills:** Ability to read and interpret documents and provide correspondence and at a very high level. Excellent presentation and communication skills, including the ability to speak clearly, effectively and persuasively before clients, community members, corporate partners, potential donors, media, employees and the Board of Directors. Must be able to convincingly communicate development/fundraising goals and objectives. Must possess strong analytical and strategic skills with a strong attention to detail, and a deep understanding of diversified funding bases. Must be able to synthesize donor and/or market data and research and utilize information to help determine objectives, guide NH's fundraising strategies and identify organizational needs. Must be able to analyze and maintain adherence to annual budgets and participate actively in the planning and budget process.
- d.) **Other Skills and Abilities:** Must possess strong computer skills including MS Office (Excel, PowerPoint, Outlook, and Word). Experience with formal fundraising software required (Exceed, Raiser's Edge, Blackbaud, Network for Good, DonorPerfect, etcetera). Must be able to project manage and successfully handle multiple projects at one time.
- e.) **Vehicle Operation:** Ability to operate an automobile for business purposes. Must possess a valid driver's license and have proof of vehicle insurance.