

Senior Development Director

*This is a Full-Time position with a hybrid work schedule.

As a Canine Companions employee, you'll enjoy knowing that every day you make a difference in the lives of people with disabilities. You'll give independence and give a dog a job!

Canine Companions' dedication to our mission is only equaled to our dedication to our employees.

Benefits:

- Comprehensive benefit program including employer-paid medical, dental and vision for staff
- 13 paid holidays, including an Inclusion Holiday
- 18 paid days off (Paid time off, PTO), including hours to serve your community
- Employer matched 403(b) retirement plan
- Employee Assistance Program

"At Canine Companions, not only do you know you're helping people live more independent lives, but you get to meet our clients and hear about the ways their dogs have enhanced their lives – it's truly an amazing place to work."

- PR and Marketing Coordinator

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The Development Director is responsible for managing the long-term regional fundraising plan and growing Canine Companions' financial support through individual, foundation and corporate gifts as well as special events. They assist the Executive Director and provide leadership to the development team to oversee the identification, solicitation and development of community, local and regional funding sources. The position manages regional fund-raising events and related projects, monitors chapter activities, and has responsibility for soliciting gifts up to \$100,000 with primary focus on gifts in the \$5,000 to \$25,000 range.

A typical day as a Senior Development Director may include:

- Fund Development:
 - Collaborate with the Executive Director to develop and implement annual fundraising plan

- Develop, implement and support strategies that will offer sustainable short, intermediate and long-term growth in contributed income.
- Identify and research current and potential individual donors, including new prospects and existing donors.
- Cultivate, solicit and steward a portfolio of 35+ qualified prospects in the \$5,000 - \$25,000 giving range.
- Direct research to identify and cultivate new donors/supporters, including individuals, foundations, and corporations.
- Manage regional fundraising events including oversight of the sponsorship and auction solicitation as well as all logistical planning.
- Build relationships and solicit gifts from current and new foundation donors.
- Serve as principal liaison to foundation representatives and host campus visits.
- Administration:
 - Track and report on regional development trends
 - Research new funding ideas and present proposals to the Executive Director
 - Work with Executive Director to develop annual regional income and expense budgets for development projects and activities. Develop resources to meet the anticipated income need of the regional budget and manage regional development expenses.
 - Analyze and report on variances between actual and budgeted income and expense amounts.
 - Work closely with the National Development staff and report all regional development projects, newsletters, funding and related items.
 - Provide reports monthly or as directed by Executive Director on: fund raising activities, major gifts, grants and special events, public relations, chapter activity, priority contracts and other funding efforts
 - Stay abreast of philanthropic, economic, and social trends related to fundraising and CCI advocacy initiatives
- Relationship Management:
 - In collaboration with other staff as appropriate, manage regional volunteer chapters and groups by providing support and leadership. Maintain Chapter alignment with national strategy and regional objectives.
 - Collaborate on external communications and visibility raising efforts as the organization develops greater regional awareness
 - Perform public presentations at Canine Companions events and community meetings
 - Seek out and perform speaking engagements that further the CCI mission and reach new audiences
 - Maintain regular correspondence and networking with regional donors.
 - Be accountable not only for direct responsibilities outlined in this job description but also to serve fellow staff and other constituents with

whom position interacts. Ensure actions and communications follow core values.

EXPECTATIONS:

To be successful in this position:

- Must Haves:
 - Minimum of five years of combined development leadership and fundraising experience in a non-profit environment.
 - A proven record of success in meeting fundraising goals
 - Demonstrated prior success with face-to-face gift solicitations over \$5,000
 - Balance competing priorities, adhere to deadlines and be flexible to accommodate new projects
 - Perform several tasks concurrently, excellent time management and organizational skills
 - Manage and motivate staff and provide leadership
 - Organize and maintain detailed records; complete necessary paperwork and meet deadlines
 - Excellent oral & written communication skills; motivating public speaker
 - BA degree or equivalent
- NICE TO HAVES:
 - Accreditation in fundraising (CFRE)
 - The desire to work in a fast-paced, collaborative environment

PHYSICAL REQUIREMENTS:

- General office working conditions apply. The employee will work indoors and outdoors performing development management, training and administrative duties.

SCHEDULE: Full Time. Frequent weekend and/or evening work is required. Travel is required. (Estimate 25% travel.)

PAY: From \$70,000/year

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply to our positions. Please let us know if you require accommodations during the interview process.

