

Here Today Adopted Tomorrow Development Director Job Description



Position Description

Here Today Adopted Tomorrow (HTAT) is seeking a Development Director. This is a unique opportunity to be part of a dynamic, growing nonprofit feline rescue organization based in western Massachusetts. The Development Director's role is to raise funds to enable HTAT's lifesaving mission. This position reports to the Executive Director.

Job Responsibilities

Development

- Develop and implement a comprehensive fundraising plan that employs a variety of strategies including, but not limited to, donor acquisition, donor cultivation, donor communication (including newsletters and direct mail), online giving, donor recognition and engagement, major gifts, corporate gifts/sponsorships, planned giving, and fundraising events.
- Establish development goals, budgets, timelines, and procedures. Monitor progress toward goals and make adjustments to achieve them.
- Manage grants in coordination with Executive Director, including research, identification of opportunities, applications, and follow-up on grant reporting. (Experience is not a requirement.)
- Develop fundraising collateral needed to support the development plan.
- Outreach to the community including serving as a representative of HTAT and planning staff or volunteer tabling/participation at suitable community events.
- Develop a compelling online presence for HTAT as it relates to fundraising, including but not limited to the website and social media.
- Maintain donor records and other development-related documentation, ensuring their accuracy.
- Function as a member of HTAT's leadership team. Attending appropriate staff meetings.
- Establish and maintain consistent high standards for quality of work.
- Provide quality customer service to donors, volunteers, and other internal and external customers.
- Create and maintain strong internal communications. Maintain ongoing communications with the Executive Director and other managers to ensure consistent messaging, maximize the impact of campaigns, and gather content/stories to tell the story of organization's work.
- Keep up with emerging best practices and significant developments and trends within the field of development/fundraising and animal welfare.
- Assist/perform other duties as needed.

Marketing and Communications

- Oversee the creation and execution of a comprehensive marketing and communication plan.
- Work with Executive Director to foster key relationships with supporters, community leaders, and local media contacts.

Qualifications

- Experience in the field of nonprofit fundraising/development.
- Bachelor's Degree, minimum educational requirement.
- CFRE is a plus.
- Knowledge of animal welfare is a plus.

- Knowledge of donor databases and proficiency with Microsoft Windows and Office (Word, PowerPoint, and Excel). Comfortable learning and using new programs/information systems.
- Excellent communication and interpersonal skills – written and verbal, personable, professional, and able to get along well with a variety of people.
- Able to communicate effectively with individuals from all backgrounds.
- Maturity, good judgment; performs duties in a professional manner.
- Energetic and has a positive outlook.
- Understand and respect confidentiality in a variety of situations.
- Ability to stay calm in stressful situations.
- Self-starter, takes initiative, ability to set goals and work independently.
- Strong organizational skills.
- Able to manage multiple tasks and projects.
- Ability to be flexible and adapt to a changing environment.
- Attention to detail.
- Ability to consistently meet deadlines.
- Comfortable speaking/presenting to groups is a plus.
- Commitment to HTAT's mission and strong desire to keep abreast of animal welfare issues.
- Valid driver's license and auto insurance.

Physical Requirements

- Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles, or equipment, may be a disqualification.
- Must be able to stand, walk, bend, stoop, and sit regularly for prolonged periods of time to perform duties. Must have the ability to perform physical activity, including lifting and carrying objects weighing up to 40 pounds alone or with the help of another person for short distances. Must be able to regularly climb short flight of stairs.

Working Conditions

- Must be able to deal with the sometimes emotional nature of work with animals, fast-paced and changing work environment, and some stressful or demanding work.
- By nature of this work, there will be exposure to injured, sick, unruly, and fractious animals.

Nature of Employment

- Full-time exempt position that reports to the Executive Director and requires a minimum of 40 hours per week.
- Work schedule (hours and days of the week) may vary according to the needs of the organization, which may from time to time and may include evenings, weekends, and holidays.
- Location: Brimfield, Massachusetts

Compensation

Compensation will be commensurate with experience. Starting salary range is \$60,000. Benefits include two weeks paid time off (for vacation, sick, and personal time). Other benefits are negotiable.

How to Apply

Email your one-page cover letter and resume to: Diane Blankenburg of Humane Network at info@humanenetwork.org. Acknowledgment will be emailed upon receipt of your cover letter and resume.

Applications will be reviewed as they are received. Applications received after October 22, 2023 may not be considered.

About Here Today Adopted Tomorrow

Here Today Adopted Tomorrow Animal Sanctuary (HTAT) is a 501(c)(3) non-profit, volunteer-driven group. Our mission is to create and support the bond between animals and people in our community. In addition to our shelter and cat adoption services, we have programs to help special needs cats flourish and get adopted, as well as community assistance programs to help pet owners keep their pets, such as our Pet Food Pantry, low-cost spay-neuter program, and Safety Net Foster Program for owned cats. We serve the towns of Brimfield, Holland, Monson, Palmer, Southbridge, Sturbridge, Wales, Ware, and Warren, MA.

About the Community

Brimfield is located in the Quaboag Hills of central Massachusetts. There are many state parks for outdoor recreational opportunities. It is the home of one of the largest and oldest outdoor Antique Flea Market in the country. You can tour historic town greens and architecture that dot the landscape and visit the many breweries and wineries that crisscross the region.

