

YOUR Humane Society SPCA

Development Director

Job Description



YOUR Humane Society SPCA (YHSSPCA) is seeking a Development Director for its nonprofit animal shelter and adoption center located in Lake Panasoffkee in central Florida. This is an opportunity to help lead the oldest and largest no-kill shelter in Sumter County, Florida. We are located on a five-acre campus and are mortgage-free.

Our Organization

The mission of the YHSSPCA is to protect animals. The mission is carried out through direct care for animals who are injured, abused, unwanted, or abandoned, securing homes for as many as possible; through community assistance programs including spay/neuter services and pet food distribution; and by providing humane education and pet safety information to our community in order to reduce pet overpopulation and improve the quality of life for animals. To read more about our organization, visit yhssPCA.org.

The Position

The Development Director reports to the Board of Directors and provides intellectual, managerial, and entrepreneurial leadership to obtain the financial resources necessary to support the organization's mission. This person is responsible for developing a culture of philanthropy with the governing board, staff, volunteers, and donors as well as for expanding public awareness of YOUR Humane Society SPCA (YHSSPCA) within the community.

Key Duties and Responsibilities

Primary

- Develop and implement all revenue-producing programs including, but not limited to; major gifts, corporate sponsorships, planned giving, direct mail and major events.
- Strategize and manage capital campaigns.
- Manage grant applications and award responsibilities.
- Develop and maintain ties to the professional estate and financial planning community.
- Create and execute a comprehensive development and donor engagement plan. The plan should include strategies to:
 - Identify and engage prospective donors of all levels in a variety of ways.
 - Retain and increase giving levels of current donors.
- Serve as a representative of YHSSPCA within the community and assess community needs and support.
- Develop and oversee development goals, budgets, timelines, and procedures. Monitor progress toward development goals and make adjustments to achieve them.
- Ensure the accurate maintenance of donor and other development-related records.

Other

- Prepare and submit budgets and reports to the Shelter Director and/or the Chairman of the Board of Directors as required.
- Meet with Shelter Director and/or Chairman regularly to provide status updates and review plans and strategies.
- Function as a member of the YHSSPCA leadership team. Attend appropriate staff meetings.
- Ensure the accurate maintenance of department and donor records.

- Ensure consistent high standards, and effective and successful strategies in all aspects of development.
- Provide quality service to customers, donors, volunteers, and staff recognizing their individual contribution to the success of our organization.
- Participate in YHSSPCA events.
- Perform other duties as assigned.

Requirements

Education & Experience

- Bachelor's Degree or equivalent experience
- CFRE preferred.
- Proven track record of soliciting major gifts from individuals and corporations.
- Knowledge of animal welfare issues a plus.
- Knowledge of donor databases and proficiency in Google Workspace and common email software.

Skills and Traits

- Able to write and articulate detailed information clearly and effectively edit written materials.
- Skilled and experienced with public speaking.
- Have organizational skills and experience with fiscal management, budgets, and sound administrative practices.
- Able to work alone or with minimal supervision. Must be self-motivated.
- Able to handle stress and work under pressure, meeting multiple deadlines and working with a public audience.
- Able to interact with people from all walks of life in a pleasant, courteous, and professional manner including exercising patience and tact when working with difficult customers.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Compensation and Benefits

Job Type: Full-time, exempt position and may include weekend, night, and holiday work.

Salary: Compensation will be commensurate with experience. Please provide salary requirements with your resume.

Benefits: Two weeks paid time off (PTO); other benefits are negotiable.

How to Apply

YHSSPCA is an equal opportunity employer that considers all applications without regard to race, color, national origin, age, sex, sexual orientation or preference, religion, marital status, disability, veteran status, or any other characteristic protected by law.

To apply for this position, email a one-page cover letter and resume to: The YHSSPCA Search Committee c/o Diane Blankenburg of Humane Network at info@humanenetwork.org. Acknowledgement will be emailed upon receipt of your cover letter and resume.

About the Community

Our shelter is located in Sumter County central Florida, just off Interstate 75 in Lake Panasoffkee, about one hour north of Orlando. Central Florida is a growing and changing area, fueled by the expansion of the largest retirement community in the world, The Villages. The area is a mixture of rural acreage, rural residential, and subdivisions surrounding The Villages. This expansion has dramatically changed the demographics of the county and has brought in significant income.

Have you ever dreamed of being on vacation permanently? Well, native and transplant Floridians do, and that's why many chose to live in Central Florida. The atmosphere and weather are consistently fantastic. On average, the highs are typically never below 70, and the lows rarely creep under 45. Plus, the average number of snow days is zero!

Just imagine almost every day is full of warm-weather and a slight breeze here or there. This fact alone has been one of the primary reasons why so many decide that Central Florida's paradise is perfect for them. You're a short drive to either coast with Florida's best beaches like Daytona to the east and Clearwater to the west. Many inland lakes offer some of the best bass fishing in the country or just for recreational boating.

In tandem with the abundant collection of natural water and prime weather, the overall scenery in Central Florida is overwhelmingly beautiful. There are lush lines of greenery, various types of plants, thriving ecosystems, and water views spotted throughout. Hundreds of parks, preserves, and nature refuges are located all over the area and helped solidify this part of Florida as a top outdoor adventure hotspot.

