

## **Alley Cat Advocates Position Announcement**

**Position Title:** Director of Development

**Reports to:** Executive Director

**FLSA status:** Non-exempt, Full-time

**Position Available:** Immediately

**Compensation:** Competitive salary and benefits package based on qualifications and experience with an anticipated range of \$75,000-\$95,000/yr

**Our Mission:** Alley Cat Advocates (ACA) is dedicated to providing for the humane treatment of unowned cats in the Louisville, Kentucky metropolitan area by directing a Trap-Neuter-Return (TNR) program in the safest, most efficient and cost effective way possible. The organization receives over 8,000 calls and provides spay or neuter services to over 6,000 unowned cats each year. Since 1999, the organization has spayed or neutered over 65,000 community cats, dramatically reducing the community cat population and changing the culture of caring throughout our community.

We desire a candidate who demonstrates a passion for our mission, has outstanding interpersonal communication skills, and has the ability to work in a team environment as well as independently, with a high degree of integrity and accountability. The selected candidate will be a member of a highly motivated team determined to make Louisville the safest city in the country to be a community cat.

### **Position Summary:**

Alley Cat Advocates (ACA) is seeking a dynamic leader to serve as its Director of Development. The Director of Development is a management position primarily responsible for the success of ACA's comprehensive fund-development programs. This position provides leadership, structure, strategic direction, management and overall coordination of the advancement efforts for ACA that include, but are not necessarily limited to: annual giving, major gifts, planned gifts, special events, grants, marketing and communications; as well as any special fund-raising projects or capital campaigns. The Director of Development creates and maintains consistent, compelling opportunities for donors and qualified donor prospects to financially support the mission of ACA, providing stewardship of all giving to ensure a satisfying and rewarding experience for all donors. This position is a member of the Management Team and reports to and is supervised by the Executive Director.

### **Qualifications:**

The primary focus of the position is to grow annual giving, major gifts and planned giving through individual donor prospects; develop and oversee a foundation and corporate grants strategy; provide strategic oversight and direction for signature special events; and to be a part of the organization's leadership team. The ideal candidate will be able to demonstrate:

- 3-5 years of proven experience in managing a comprehensive fund-development program – including annual giving, major gifts, planned gifts, special events, grants, marketing & communications – is preferred.
- College degree with progress toward applicable graduate degree or equivalent post-degree work is preferred. Proven results in work experience may be substituted.

- Demonstrated ability and desire to identify, cultivate, solicit and close gift and grant commitments from individual donors, corporations, foundations and other funding sources.
- Strong record of measureable results in organizing and successfully implementing diverse fund-raising and communications activities.
- Supervisory experience and team-building skills needed to work in a collegial environment and provide staff oversight.
- Understanding of working with and leading volunteers.
- Stable employment history.
- Meaningful community experience, including paid or volunteer work with non-profit organizations.

**Responsibilities:**

- Majority of the time and responsibilities for this position are focused on donor and donor prospect identification, cultivation, solicitation and closure of gifts and grants from individuals, corporations and foundations needed to fulfill annual operating budget revenue requirements.
- As a part of this process, approximately 2- 4 hours per week will typically be dedicated to calling donors and donor prospects on the phone or contacting via another medium such as email, personal letters, etc. with the goal of setting up face-to-face meetings or personal calls leading to gift solicitation. It is estimated that at least 10+ hours per week will be spent on direct donor / donor prospect meetings.
- Research public and private grant agencies, foundations and corporate funders to identify potential sources of funding. Coordinates and/or prepares, submits, and serves as liaison with Executive Director for grant requests per annual grants calendar assignments. Ensures any applicable grant reporting is completed accurately and submitted in a timely manner.
- Coordinate and run the annual fund drive, including face-to-face solicitation calls and other mediums such as direct mail solicitations including e-giving, text to give programs, etc.
- Provide direct oversight and leadership for ACA's Public Relations and Marketing position. The Public Relations and Marketing position responsibilities include:
  - Planning and coordinating special fund-raising events.
  - Developing and implementing a plan of marketing / public relations and communications. Overseeing the preparation of all public relations materials, including newsletters, brochures, and website.
  - Overseeing office administrative functions as appropriate and as-needed to fulfill fund development role. Has oversight of the acknowledgment of gifts and the maintenance of accurate donor records, ensures efficient and productive use of donor software and that the donor database and software is up-to-date and maintained. Overseeing development of policies and procedures to ensure smooth administrative flow of work.
  - Other administrative support duties as assigned.
- Prepares annual department budget, and manages departmental expenses within the budgetary limits. Ensures that adequate financial records and cost reports concerning the department are submitted as required and directed. Prepares the department budget and assumes responsibility for cost effective management of the development and marketing functions.

- Work closely with ACA Board of Directors, including the Development Committee, ensuring coordination and communication between other board committees and reporting timely on goals and processes.
- Plan, implement, manage, measure and evaluate specific fund-raising campaigns including any special annual or capital campaigns.
- Other duties as assigned and that are appropriate.
- The work schedule for this position can typically include nights and weekends depending on event and donor activity.

**Application Process:**

Send resume and the names and e-mail addresses of three references to [hr@alleycatadvocates.org](mailto:hr@alleycatadvocates.org) for confidential consideration. Resumes will be received until the position is filled with a preference for resumes received by February 24.

*Alley Cat Advocates is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, marital status, domestic partner status, or medical condition. 75,000*