

Job Description

Position: Director of Donor Relations

Summary: The Director of Donor Relations is responsible for managing donor relationships to raise financial support for Greenhill Humane Society (GHS). The Director of Donor Relations, in partnership with the Executive Director, is responsible for the identification, cultivation, solicitation and stewardship of donors. Primary activities include personal contacts, grant writing, fundraising events, planned giving, solicitation of corporate gifts, as well as donor acknowledgement and the management of donor records. The Director of Donor Relations directly supervises the Donor Relations Assistant.

Reports to: Executive Director

Hours: Full-time, exempt position. Occasional evening and weekend hours required.

Essential functions:

Donor Relations

- Strengthen GHS's financial health by working to deepen donor relationships.
- Work with the Executive Director to manage fundraising efforts including capital campaigns, direct mail programs, online giving, major gifts, bequests, honor/memorial gifts, sponsorships, employee giving and matching gift programs, vehicle donations, and grants.
- Organize and engage in the cultivation and stewardship of donors through personal contact including face to face meetings, phone calls, and written correspondence.
- Procure corporate and major individual gifts and sponsorships.
- Work with the Executive Director to cultivate a spirit of philanthropy among the Board of Directors, staff and volunteers.
- Work with the Executive Director to successfully implement appeals for major and planned gifts.
- Work with the Events and Community Engagement Manager on community-wide donor-centered events, including donor appreciation events, planned giving events, and an annual Evening for Animals.
- Work closely with the Executive Director to research and prepare grants; maintains grant schedule and grant reporting activities.
- Work closely with the Communications and Events Manager on other GHS events to enhance donor connections and sponsorships.
- Oversee and monitor donor database; ensure that gifts are properly recorded and acknowledged.

Supervisory responsibilities

- Supervise the Donor Relations Assistant.
- Supervise donor relations volunteers as necessary.

General

- Maintain confidentiality of all donor information and shelter operations.
- Meet with Executive Director regularly to evaluate and improve existing programs and to identify and pursue new opportunities.
- Ensure accurate and complete record-keeping.
- Work courteously and cooperatively with other staff members and volunteers. Work with co-workers to ensure positive communication.
- Attend staff meetings and trainings, and stay up to date on shelter events, programs, and talking points.
- Be informed and keep current on best practices in nonprofit development.
- Represent GHS professionally and appropriately at all times and in all communications; perpetuate and strengthen the organization's positive reputation; cultivate supporters.

- Treat all animals humanely, properly, and with compassion at all times, and promote a humane and caring attitude toward all animals.
- Other duties as necessary or assigned.

Education, Skills & Abilities

- Donor relations experience within organizations with budgets exceeding \$2 million preferred.
- Management or supervisory experience preferred.
- Literacy in the Microsoft Office suite; history of learning new technology quickly.
- Experience with DonorPerfect or other similar development database software preferred.
- Experience with donor research, board service, or other relevant non-profit experience preferred.
- Strong oral and written communications skills; confidence in public speaking.
- Ability to manage multiple projects at a time.
- Attention to detail while maintaining focus on high level priorities.
- Excellent interpersonal skills; ability to interact professionally and compassionately with a wide variety of people and to remain pleasant and calm even in stressful situations.
- Ability to motivate, coach, mentor, and inspire others and to delegate tasks.
- Ability to work a flexible schedule with occasional evening and weekend work.
- Some local travel and occasional statewide travel is required.
- Interest in and knowledge of animal welfare issues preferred.

Certificates, licenses, registrations

- Valid Oregon Driver's license required.

Physical demands

- Frequent, prolonged sitting (6-8 hours per day).
- Daily keyboarding for prolonged periods of time, including use of electronic peripheral equipment.
- Able to process complex verbal and written instructions.
- Able to utilize phone and email systems, photocopiers, scanners, and other small office equipment.
- Able to place and retrieve information in and from file folders and file cabinets.
- Occasional bending, squatting, lifting and carrying of objects weighing up to 50 lbs.
- Ability to talk for up to eight hours a day.

Work environment

- Work is performed in an animal shelter with shared office space. Potential for exposure to zoonotic diseases, dangerous and fractious animals, high noise levels, hazardous chemicals, anesthetics and sharp objects. While performing the duties of this job, the employee is occasionally exposed to noxious odors, fumes, and airborne particles (including allergens such as animal fur and dander); toxic or caustic chemicals; and potentially volatile situations which can present risk of violence or injury.
- The noise level in the work environment is usually light to moderate and occasionally may be loud.
- This position requires regular exposure to animals and outdoor work in all weather conditions.
- Approximately 40 hours per week. Occasional evening and weekend hours required.
- Occasional driving on public roadways in varying weather and traffic conditions.
- Occasional local and statewide travel is required.
- Allergic conditions, which could be aggravated when working near animals, may be a disqualification.

Cover letter, resume, and references should be emailed to director@green-hill.org