



Humane Society of Northeast Georgia (HSNEGA)

845 Ridge Rd Gainesville, GA 30501, 770-532-6617, www.HSNEGA.org

POSITION: Development Manager

REPORTS TO: Sr. Director of Marketing and Development

SALARY: \$55,000-\$65,000

LOCATION: Hybrid/Flexible: some capacity to work remotely when scheduling permits

HOURS: Full time, this position has varying working hours including the requirement to work nights, holidays and weekends as needed

BENEFITS: Health, vision and dental insurance, paid holidays, 401K with match

CLASS: Full-time, exempt

POSITION SUMMARY: The Development Manager works closely with the Sr. Director Marketing and Development (Sr. DMD) in developing and executing a comprehensive philanthropy program with the goal of increasing stakeholder involvement and fundraising outcomes. The Development Manager and the Sr. Director of Marketing and Development will work together to create a culture of philanthropy. The position's primary role centers upon fundraising, major gifts, donor relations and stewardship, and strategizing.

ESSENTIAL JOB DUTIES:

- Together with leadership, build a workplace culture grounded in our CULTURE OF CARE AND COMPASSION. Meaning:
 - We treat each other with care and compassion
 - We treat animals with care and compassion
 - We treat our community with care and compassion
- Works with the Sr. DMD to develop strategies to initiate and meet fundraising goals.
- Works with the Donor Relations and Events Manager to secure sponsorship for events.
- Assists the Sr. DMD in the short and long-term strategic planning activities to create and implement fundraising goals and objectives.
- Assists the CEO and Sr. DMD in communicating with various stakeholder groups.
- Builds relationships both internally and in the community.
- Establish strong and appropriate relationships with the Sr. DMD, staff, board, volunteers, donors and the general community.

- Adheres to the highest ethical standards in management, governance, and fund development. Convey a professional and positive image. Demonstrate commitment to continued professional growth and development.
- Oversees the implementation of annual and multi-year fundraising strategies that align with HSNEGA's Board-approved strategic plan.
- Ensures effective execution of fundraising strategies through individual donor relationship management, annual campaigns, direct mail management, social media, special events and more.
- Works with the Sr. DMD to build a robust individual donor program, maintaining and expanding HSNEGA's existing relationships as well as cultivating new ones in support of fundraising goals.
- Works with the Sr. DMD to identify, cultivate, solicit and steward major and planned gift donors and prospects including individuals, corporations and foundations through visits and other forms of personal contact.
- Occasionally performs other job-related duties as assigned by the appropriate authority.

REQUIRED QUALIFICATIONS:

- Three or more years of proven experience in sales or fundraising
- Proficiency in Microsoft Office Suite, GSuite, or related software
- Proven attention to detail and ability to meet deadlines
- Proven experience using creative problem solving skills

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Business Management, Marketing, or related field
- OR
- Four or more years of experience in sales or fundraising

WORKING CONDITIONS:

- Remains stationary and moves about the building for extended periods of time during events
- Occasionally lifts up to 25lbs
- Works varying hours including nights, weekends, and holidays in order to accommodate events
- Remains stationary while using office equipment at a computer workstation up to 30% of the time

DISCLAIMER:

- This is not a work contract and should be used as a guideline for expected duties of the role. HSNEGA retains the right to change or assign other duties to this position.
- Consistent with the Americans with Disabilities Act (ADA), it is the policy of HSNEGA to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship to the organization. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact the Human Resources Director.

