



**845 West Ridge Road, Gainesville, GA, 770-532-6617, [www.HSNEGA.org](http://www.HSNEGA.org)**

**POSITION:** **Development Manager**  
**REPORTS TO:** VP of Marketing and Development  
**GRADE LEVEL:** Experienced  
**HOURS:** 40+ hours, however, this position may have varying working hours including the ability to work nights and weekends as needed  
**CLASS:** Full-time, salaried, exempt; salary commensurate with experience

### **SCOPE OF POSITION**

The Development Manager works closely with the Vice President of Marketing and Development (VPMD) in developing and executing a comprehensive philanthropy program with the goal of increasing stakeholder involvement and fundraising outcomes. The Development Manager and the VPMD 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 based on the Benevon Model of fundraising.

### **ESSENTIAL FUNCTIONS**

#### ***Fundraising and Donor Relations***

- Works with the VPMD to develop strategies to initiate and meet fundraising goals
- Works with the Donor Relations and Events Manager to secure sponsorship for events
- Assists the VPMD in the short and long-term strategic planning activities to create and implement fundraising goals and objectives
- Assists the CEO and VPMD in communicating with various stakeholder groups
- Builds relationships both internally and in the community
- Establish strong and appropriate relationships with the VPMD, 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.
- Utilizes the Benevon Model to ensure sustainability of the organization, including providing tours and hosting an annual luncheon
- 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 VPMD 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 VPMD 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.

#### ***Knowledge & Skills***

- 3+ years in a leadership role in nonprofit fundraising and development with an interest, enthusiasm, and affinity for fundraising and/or sales.
- Dynamic personality with either fundraising or sales experience.
- Self-motivated, works well under pressure and is able to manage several projects at one time.
- Sound judgment and ability to exercise complete discretion when dealing with confidential information.
- Willingly and cooperatively performs other duties as assigned by proper authority that may not be in specific job description.

### ***Certificates, Licenses, Registrations***

- Must possess a valid and unrestricted driver’s license.

### ***Competency Requirements***

- Must be passionate about the humane treatment and care of animals
- Must be committed to our mission
- Exceptional interpersonal skills
- Well-organized & must have a strong ability to multitask
- Highly ethical
- Excellent written and verbal communication skills
- Strong decision making skills, with the ability to prioritize the needs of the organization
- Must be a self-starter with a high level of initiative
- Must be able to work independently and as part of a team

### ***Workplace Culture***

- Must be able to work in an animal-friendly environment
- Must be able to drive a motor vehicle locally to visit with donors and prospects
- Must be able to frequently stand and move around the work areas (duties require sitting, bending, reaching, and stooping; manual dexterity, feeling and grasping is needed for keyboarding and other work tasks)
- Must be able to climb a flight of stairs to access upstairs business office
- Must frequently lift objects up to 25 pounds; may occasionally transport heavier items
- Normal or corrected hearing and vision are required, along with speaking abilities
- Subject to moderate noise with typical work environments involving animals (barking, computers, printers, & office traffic)
- Must be willing to work evenings, weekends, and holidays, as needed
- Occasional out-of-the-area travel may be required for training, conferences, and to visit the organization's other location

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship

*Humane Society of Northeast Georgia provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*