

KC PET PROJECT

Job Title: **Manager of Philanthropy – Campaigns and Events**
Department: Development
Reports to: **Director of Philanthropy** as well as **Chief Executive Officer**
Category: Full-time, (Exempt)
Salary: \$50,000 - \$60,000 (*dependent on skillset and references*) /Annually

About KC Pet Project:

KC Pet Project is a 501c3 nonprofit organization that operates the municipal shelter for the City of Kansas City, MO as well as providing all animal control services for the City through our KC Campus for Animal Care. KC Pet Project has 14 locations in the Kansas City metropolitan area with pets available for adoption, including our Zona Rosa Pet Adoption Center and our Petco Adoption Center in Overland Park, KS. We care for more than 16,000 animals a year and are a national leader in the animal welfare industry.

KC Pet Project has received national recognition for our professional expertise in animal sheltering, shelter medicine, community programs, and marketing/communications. We have sustained a lifesaving rate above 90% for a decade and we are passionate about creating a caring, safe, and humane community for the people and pets of Kansas City and the surrounding region.

About the Position:

The Manager of Philanthropy – Campaigns and Events is an effective and experienced professional who is passionate about creating sustainable funding sources to help us meet our budget goals to support pets and people in need across the Kansas City community.

- Do you possess a mindset that is excited about connecting prospective philanthropic donors with opportunities in annual giving, monthly giving and fundraising events?
- Can you see yourself working closely with donors, prospects, volunteers, executive staff, businesses, and vendors to create meaningful experiences and connections between the donor and community and KC Pet Project?
- Are you a successful grant writer, proficient in storytelling and communicating the impact gifts can make in creating lifesaving change for animals in need in the Kansas City community?
- Are you a confident, *take-charge* person, eager to both show the KCPP team what you can do individually, as well as motivated by what can be achieved through strong teamwork?
- Do you have strong time management skills and an aptitude for handling a fulfilling and occasionally stressful career path?
- Are you an experienced manager of people, including data entry specialists and volunteers, and an effective communicator with an affinity for fundraising campaigns, stewardship, and an understanding of digital/email fundraising and performance tracking?

IF SO, we have the perfect opportunity for YOU!

Daily Duties and Responsibilities

- Assist in identifying and managing a portfolio of qualified donors and prospects to ensure positive and purposeful relationship development is maintained.
- Assist the development team in organizing and coordinating both public and private fundraising events: lead and execute public fundraising events in conjunction with the Communications/Marketing Department.
- Assist with all donor fulfillment/stewardship activities including thank you letter-writing, data entry, and timely communication by any form requested by the donor (email, telephone, in-person)

- Develop and maintain a thorough working knowledge of KC Pet Project's strategic priorities to effectively articulate the mission of the organization.
- Document activity in donor database.
- Research grant opportunities, manage the grant calendar and both assist and lead in the creation of grant proposals and reports.
- Recruit and supervise development/event volunteers and interns (when applicable) leading and encouraging them to best assist the KCPP organization.
- Manages direct mail solicitations which includes collaborating with an external vendor, writing, and editing.
- As requested by the leadership team, assist in managing the monthly giving program which may include strategic planning, execution, and stewardship.
- Be responsible for ensuring weekly donation deposits are completed
- Assist in managing fundraising initiatives internally and be the liaison for community 3rd party events.

Performance Factors and Necessary Skills: The successful candidate will,

- Believe in the mission of the KC Pet Project and understand the lifesaving work done each and every day at both the main campus and offsite locations.
- Treat all animals and people with love and respect, both on and off the job and transmit these values to others
- Have an outgoing, creative spirit and willingness to explore new methods of communication, both internally and with the community at large
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Participates in meetings with other KCPP personnel and share ideas to meet its lifesaving objectives
- Assert proficiency in all Microsoft Office applications; knowledge of Donor Perfect and Classy databases a plus
- May be required to work some evening, weekends or holidays, depending on events and deadlines
- Project a willingness and enthusiasm for a continued state of learning regarding animal welfare
- Strong background in strategically increasing revenues and managing projects and processes independently and with limited resources
- Proven ability to work collaboratively and managing people well

Working Conditions:

Most functions will be performed at the KC Campus for Animal Care. Potential exposure to zoonotic diseases, high noise levels, extreme temperatures, hazardous chemicals, and sharp objects. Must be able to lift up to 50 lb., sustain long periods of standing, bending, stooping, reaching and animal handling and restraint for various activity levels of animals in an animal shelter-type setting.

We ask you to assess your personal ability to effectively manage and navigate the emotional aspects of animal welfare before applying.

Qualifications/Educational Background:

- Bachelor's degree and/or equivalent experience
- Minimum (3) years fundraising and non-profit experience required
- Proven written, oral, and computer skills (Experience with development and fundraising platforms strongly preferred)
- Must be able to lift up to 50 pounds
- Possession of valid driver's license

Application Process:

Qualified Applicants, [please submit the following via the Careers section of our website at https://kcpetproject.org/careers/](https://kcpetproject.org/careers/)

1. Cover letter introducing yourself, containing full contact information [Legal Name, Full Address, Primary email address, mobile phone #, home or other phone #] stating both why you are a solid candidate for this job based on your skillset and why you possess the heart and fortitude to be successful at KCPP.
2. Include a resume that includes past employers, dates, supervisor names and professional accomplishments.
3. Provide three letters of reference that show the breath of your employment history and work ethic.

This job description is not intended to be an exhaustive list of all duties, responsibilities, skills, efforts or working conditions or qualifications associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or to require that other or different tasks be performed when circumstances change, for example, emergencies, changes in personnel, workload, or technological breakdowns in departments.

Print Name:

Signature:

Date: _____