



Position: Development Director

Department: Operations

Job Status: Full-time

Reports To: Executive Director

Salary: Exempt

Supervisory Responsibilities: None

About High Country Humane

High Country Humane, located in East Flagstaff, Arizona, was created to provide high-caliber animal shelter services and help elevate animal welfare throughout northern Arizona. Under the umbrella of Paw Placement of Northern Arizona (PPNAZ), High Country Humane has served the community since 2019.

High Country Humane provides the highest level of care possible for the companion animals in our region and ensures that no animal is euthanized for time, space, or treatable condition. We work to provide the most desirable outcomes for our beloved animals with programs and services that assist both pets and the families who love them.

Position Summary

Reporting to and in partnership with the Executive Director (ED), the Development Director (Director) will spearhead fundraising efforts of High Country Humane as it continues to grow and expand its services and its leadership role in serving the community. A new position for the organization, the Director will have the opportunity to build the development function to increase and diversify community funding.

Essential Duties & Responsibilities

- **Fundraising planning and management:** create and implement an annual fundraising plan, including strategies for individuals, foundations, and corporations.
- **Donor stewardship:** thank and receipt donations (both cash and in-kind), maintain donor records and implement gift processing. Proficient with CRM donor databases, reports, and data management.
- **Sponsorship program management:** development and implement a marketing and outreach plan for sponsorship programs.
- **Donor communications:** create a donor communications plan to support cultivation, solicitation, and stewardship.
- **Fundraising events:** participate in planning, execution and support of all fundraising events.

General

- Act as a staff liaison with Board Fundraising Committee & Sub-committees.
- Monitor the budget related to fundraising activities.
- Work directly with Executive Director to cultivate, solicit and steward major donors.
- Brief Executive Director on design, copy, image, and content needs for fundraising activities.
- Maintain a working knowledge and understanding of HCH's history and services.
- Be a resource to and support other staff who are interacting with volunteers and donors.
- Act as a brand steward, upholding brand and trademark standards and consistency in all projects.
- Increase operational efficiency and help set up and improve workflow processes when and where needed.
- Participate in professional development training to stay current with emerging trends and new tactics.



Required Skills/Abilities:

- Passion for High Country Humane's mission and animal welfare
- Bachelor's degree and 3 years related work experience, or equivalent combination of education and experience
- Demonstrated track record in fundraising or sales
- Knowledge of fundraising strategies and principles
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Proficiency in Microsoft Office Suite or similar software

Preferred Skills/Abilities

- CFRE or other fundraising related certification
- Understanding of and appreciation for the field of animal welfare
- Previous fundraising experience for animal welfare

Competencies

Communication:

- Must communicate effectively both verbally and in writing with supervisors, colleagues, volunteers (both in shelter volunteers and foster parents).
- Is able to effectively communicate in emergent situations.

Customer Service:

- Has daily contact with adopters, clients, co-workers, supervisors and volunteers.
- Is able to respond promptly and courteously to customer needs.
- Responds to request for service or assistance from supervisors, co-workers and volunteers.
- Displays empathy and understanding when needed.

Attendance and Dependability:

- Must be depended on to report to work at the scheduled time and is seldom absent from work and can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.

Problem Solving:

- Able to identify potential problems and in a timely manner is able to identify a solution or person to provide the solution.
- Must work well in a group or individual problem solving situations.
- Displays original thinking and creativity.

Physical Factors:

- Potential exposure to zoonotic diseases, dangerous and fractious animals, high noise levels, wet surfaces, hazardous chemicals, and sharp objects.

Working Conditions:

- Must be able to work under stressful conditions and work efficiently and effectively under those conditions
- Participation in occasional weekend and evening work/events is essential
- Ability to travel in northern Arizona; valid drivers' license required



Disclaimer:

This is an employment at-will position, which means that employment is for no specific term and that employment may be terminated by the employee or HCH at any time with or without cause. 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. Management reserves the right to revise or to require that other different tasks be performed when circumstances change, for example, emergencies, changes in personnel, workload, rush jobs, or technological breakdowns in departments.

Salary: \$57,347 - \$77,688

How to apply:

<https://highcountryhumane.org/careers/>. Send a resume and the application form from the website to lolson@highcountryhumane.org.

Please sign below for receipt and understanding of the presented job description:

Employee Print:	Date:
Signature:	
Supervisor:	Date: