



Every pet deserves a good life. We save the most vulnerable animals and enrich the lives of pets and people. Our mission is made possible with the hard work of our valued employees. Named "Best Nonprofit" and "Best Place to Volunteer" by our community, we offer a friendly, professional work environment with a culture that promotes innovation, compassion and excellence. ([Video](#))

Institutional Giving Manager

Department: Development
Location: South Mountain Campus (1521 W. Dobbins Rd, Phoenix AZ 85041)
Status: Full-time
FLSA: Exempt
Schedule: Days
Reports To: Director of Development
Supervises: Events and Partnerships Specialist, Events Coordinator

Position Overview

Under the direction of the Director of Development, the Institutional Giving Manager will be responsible for the strategy, implementation and evaluation of corporate fundraising strategies as well as the oversight of AHS' signature, third-party and donor cultivation fundraising events. The Institutional Giving Manager will oversee AHS' corporate giving opportunities, grow sustainable corporate support, nurture and expand our institutional donor relationships and work collaboratively with the Development team to execute institutional giving strategies.

Essential Functions

- Develop and implement an ongoing program for institutional support including identifying, qualifying, cultivating, soliciting and stewarding prospects, developing annual plans and strategies that support the AHS strategic plan, and collaborating with internal and external partners to meet \$1.6M revenue goal.
- Work closely with the AHS Board of Directors to identify corporate connections, grow those relationships, and garner annual support for both operating and capital needs.
- Represent AHS both externally and internally, to champion the AHS mission, tell our story, and convey the impact of an investment in AHS.
- Work across departments with internal stakeholders in order to determine funding needs, scope, and feasibility of strategic and proposed projects.
- Serves as the point of contact and "relationship manager" for all corporate partners. Maintains and builds relationships with corporate decision makers and key employees.
- Oversee established fundraising events team in the implementation of signature events (Compassion with Fashion and the Home in One Golf Tournament), third-party fundraisers and ongoing donor cultivation events to meet collective \$1.7 million revenue goal.
- Other duties as assigned.



Other Duties

The duties listed above are intended as a general illustration of the various types of work that may be performed. Job descriptions are subject to change by AHS as the needs and requirements of the job change.

Qualifications

Education / Certifications / Licenses:

- Bachelor's degree in Business Administration, Marketing, Communications **OR** Public Relations and three years of experience in non-profit development; **OR** significant experience in corporate relations, outside sales, or foundation relations; **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Experience:

- Demonstrated experience building and maintaining effective working relationships with stakeholders and partners; knowledge of foundation and corporations and their giving officers; knowledge of donor cultivation and solicitation principles and processes required.
- Proven track record of successfully researching, developing, pitching and securing five and six-figure corporate gifts.
- Ability to effectively articulate and pitch programs and services.
- Strong relationship-building skills.
- Excellent time management, adaptability, judgment and decision-making skills are required.
- Very strong team player, able to assimilate into a high-performing, close-knit team.

Knowledge / Skills / Abilities:

Language – Able to speak, read and write English. Excellent written and verbal communication skills.

Mathematical – Able to develop budgets and estimate costs.

Technical – Proficiency with Microsoft Word, PowerPoint, Excel, Outlook and Explorer; able to learn other software programs as necessary. Proficiency in Raiser's Edge fundraising database software required.

Other:

Regular attendance, punctuality and access to reliable transportation are required.

Work Environment / Physical Demands

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of the job. There may be occasional wet floors, animal noises, odors, and dander. The employee must occasionally lift and/or move up to 25 pounds. Most time will be spent in a typical air-conditioned and heated office environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Salary Range: \$80-85K

Apply: <https://www.azhumane.org/careers/>

Employee Values

All AHS employees are expected to uphold the values of Innovation, Compassion, and Excellence.

Additional Information: The Arizona Humane Society is an Equal Opportunity Employer and a participant in the E-Verify program. Pre-employment background check required.

Essential Functions Attestation:

My signature below is my attestation that I can perform the essential functions of the position with or without an accommodation.

Employee_____ Date_____

To request an accommodation please contact HR@azhumane.org.