

**Part-Time Development Director**

This is an exciting opportunity for a dynamic development professional who is passionate about reducing pet overpopulation and improving the healthcare of pets of owners who cannot afford such services. This part-time position is with a San Diego non-profit organization that conducts low-cost spay/neuter mobile clinics (for dogs, cats, and sometimes, rabbits) in under-served areas of San Diego County.

The clinics run by SNAP ultimately reduce euthanasia in our local shelters by lowering the number of homeless and abandoned animals in our communities. The Development Director has a chance to make a significant and positive difference for the organization and the lives of many pets and their owners.

**About Us**

SNAP (Spay Neuter Action Project) is a San Diego non-profit 501(c)(3) charitable organization that has served the local community for almost 30 years. SNAP has spayed/neutered over 60,000 pets through these clinics. For more information, visit our website at: <https://snap-sandiego.org/>

SNAP is growing and in the process of raising half of the cost of a new mobile clinic, $150,000, in partnership with PetSmart Charities. This fundraising much be completed by May 2020. In addition, SNAP is continually seeking to raise funding that supports our on-going spay/neuter clinics.

**About the Opportunity**

The **Development Director (Part Time)** establishes, manages, and expands strong relationships with prospective and current donors. If you love animals and have the ability to connect with others and persuade them to support a cause, this could be the perfect job for you. Planning and producing fundraising activities and implementing marketing strategies, the Development Director will be in regular contact with current and potential donors to excite them about SNAP’s mission and gain their support.

**Responsibilities Include:**

* Execute outreach and strong, personal follow-through of thank you calls, notes, and invitations to meet with major and/or repeat donors.
* Respond to donor requests for information (via email, telephone calls, personal visits).
* Research new individuals, family foundations, corporation sponsorships, etc. who have given to other animal-related organizations and determine the best way to reach these potential new donors.
* Meet with city council members and the County Board of Supervisors to educate them regarding SNAP and to obtain their (financial) support of SNAP and the clinics in the communities they represent.  Develop and track all proposals and reports for all fundraising with any council members.
* Give presentations to various service clubs such as Lions, Kiwanis, Rotary, etc. to raise awareness and encourage their support and involvement with SNAP’s mission.
* Assist in maintenance of the current Donor Management Program. This includes overseeing and updating client contact base with all necessary information.
* Provide regular report to Board of Directors, and be present at monthly Board meetings as scheduled. These are held, typically, once a month on a Tuesday or Wednesday evening from 6 to 8 PM near the UTC area.

Required Candidate Profile:

* Minimum two years of development experience desired. Bachelor’s degree or related experience desired
* Experienced in the management and use of customer resource management (CRM) systems.
* Superior organizational skills, with meticulous attention to detail.
* Self-starter, and able to work from a home office without direct supervision, providing your own tools (e.g., computer, printer, phone).
* Outgoing, friendly and professional demeanor.
* Excellent communications skills, both written and oral. Proficient in correct grammar, punctuation, spelling. Comfortable and confident speaking in front of the public.
* Able to connect and work with wide range of personalities and groups, from senior management to clients at our clinics.
* Able to maintain confidentiality of donor information and contributions.
* Existing network of San Diego/Southern CA community relations preferred.
* Familiarity with working in/with a non-profit organization desired.
* Flexible work schedule is required, including attendance at Board meetings and ability to attend community/service club gatherings that may be early or late in the day.
* This position is part-time, at the most, averaging 25 hours/week. Work is primarily during traditional business hours but may require some weekends and/or evenings.
* Proficiency in Microsoft Office (Word, PowerPoint, Excel, and Outlook) required.
* Strong belief in SNAP’s mission and a desire to make a difference in the work you do.
* Essential functions of the job include meeting with individuals, communicating clearly and professionally, regular use of a computer and keyboard, telephone, and face to face communication. There may be extended periods of sitting, standing, walking and driving.

Successful candidate must pass a criminal background check and complete a non-disclosure agreement prior to joining the organization.  Compensation: The pay for this part-time position is $30 per hour. This position is part-time and does not include benefits.

**Ready to apply?  Please submit your resume and cover letter for this position via email to:** apply@snap-sandiego.org. **Applications will be accepted until position is filled. No phone calls, please.**

SNAP San Diego provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation