



The Austin Humane Society (AHS) is hiring a Development Manager to join the AHS fundraising team. To be considered for this position please email your cover letter and resume to Shea Wylen, Director of Development, swylen@austinhumanesociety.org by Friday, January 25th.

The Development Manager will be responsible for the execution of a coordinated, strategic plan to manage and grow development in the annual campaign. They will be crucial to cultivating support from individual donors and stewarding relationships with those who invest in our mission. The desired candidate will work to advance AHS interests by providing excellent service to and meaningful communications with our donors and supporters. This position collaborates with the fundraising and marketing team, program staff, and leadership on donor appeals, funding priorities, acquisition identification, donor research, donor segmentation, and donor stewardship strategies.

General Purpose:

The Development Manager works closely with the Director of Development on Annual Campaign priorities in line with the budget expectations of AHS. Responsible for executing the donor relations strategy, and stewarding individuals, grants and foundations. The Development Manager reports to the Development Director and works with a variety of individuals, groups, donors, event guests, volunteers, staff and other constituents to ensure everyone who donates to AHS is stewarded and retained to their best potential.

Essential Functions:

Donor Programs

- Manage through monitoring, evaluating and expanding Monthly Donor Program
- Manage through monitoring, evaluating and expanding Friendship Wall Donor Program
- Manage through monitoring, evaluating and expanding Adopt-a-Kennel Program
- Manage through monitoring, evaluating and expanding Sponsor-a-Pet Program
- Manage through monitoring, evaluating and stewarding Direct Mail Program

Grants and Foundations

- Manage through monitoring, evaluating and expanding Grants and Foundations Program
- Oversee all aspects of grants and foundation planning, writing, budget, research, cultivation, data records, submitting reports, and assuring appropriate recognition and stewardship of grantors and grantor liaisons.

Donor Relations

- Manage through segmentation, monitoring, evaluating and stewarding new development strategies to increase donor and volunteer engagement, satisfaction, retention and revenue growth
- Collaborates with the Director of Development on donor appeals, funding priorities, acquisition identification, donor research, donor segmentation, and donor stewardship strategies
- Strategically steward mid-level donors, event attendees, advocates and volunteers through relationship building and engagement activities
- Assist in the solicitation and stewardship of sponsorships and tickets for annual gala



Other

- Maintain accurate data records of all restricted and unrestricted donations, as well as, all related reporting information
- Maintain accurate data related to individual, foundation, grants, and event data
- Meet budget expectations
- Attend off-hour events outside of usual work hours and on weekends
- Other duties as assigned

Qualifications/Basic Job Requirements:

- Three years' minimum experience in nonprofit fundraising, grants, or related field
- Excellent organizational and communication skills
- Exhibit strong skills with collaboration, teamwork, relationships, donor interface, public speaking, writing, and effective media communications
- Demonstrate ability to effectively represent the organization to external audiences through the use of strong verbal and written communications skills, especially in ways that enhance a person's attachment to the organization.
- Proven ability to develop and implement strategic plans and goals
- Strong organizational skills and demonstrated excellence in problem solving, superior attention to detail, and ability to coordinate multiple projects requiring collaboration and communication (both up and down the line) with staff to maintain high accuracy and productivity
- Attention to detail, including the ability to maintain accuracy of details in a fast-paced setting
- Ability to handle complex and confidential information
- An energetic self-starter
- Advanced computer skills with experience in Microsoft Office required. Raiser's Edge and Greater Giving experience preferred
- Commitment to the mission and values of AHS
- Bachelor's degree preferred

The Development Manager is a full-time, exempt position that reports to the Director of Development. The \$45,000 - \$48,000 salary range is commensurate with experience and other qualifications. To be considered for this position please email your cover letter and resume to Shea Wylen, Director of Development, swylen@austinhumanesociety.org by Friday, January 25th.

Our Mission

The Austin Humane Society (AHS) offers comprehensive, humane, life-saving animal services, transforming the lives of animals and those who love them.

Who We Are

Serving our community since 1952, the Austin Humane Society (AHS) is the longest standing no-kill shelter in Austin. AHS transforms the lives of animals and those who love them through life-saving programs that find animals homes, serve animals and people in times of crisis, prevent future homelessness through spay and neuter, and engage the community to be a part of the solution. Over the past year, AHS has unleashed hope for over 11,000 animals thanks to the generosity of our donors.