
Deputy Chief of Philanthropy

APA! BACKGROUND:

Austin Pets Alive! (APA!) is one of Austin's most dynamic and best-loved nonprofits. The organization is the leader in the no-kill movement nationally and is considered a national thought leader in animal welfare. APA! locally rescues, treats, and adopts out over 10,000 homeless dogs and cats each year, providing the safety net for Austin's most at-risk shelter pets, which helps Austin to be a no-kill city, while also assisting other communities in saving homeless animals. The organization is distinguished by the scrappiness of its grassroots, non-traditional community-based animal rescue work. The organization continues to innovate best practices to save sheltered lives and teaches its renowned no-kill lifesaving model across the nation.

BRIEF POSITION SUMMARY/OVERVIEW:

The Deputy Chief of Philanthropy works under the direction of the Chief of Philanthropy to help fuel a dynamic and growing non-profit with revenues now approaching \$20 million annually and with national renown. This proven leader with experience in raising donations through individual giving at all levels, high-level corporate giving and partnerships, and grant funding is an individual with a fearless, entrepreneurial spirit and the ability to think creatively to solve problems and embrace challenges as they arise.

The Deputy Chief of Philanthropy will shadow the Chief of Philanthropy to learn Austin Pets Alive!'s fundraising model, rapidly taking on leadership in overseeing and guiding fundraising activities through the year for local, regional and national operations while the Chief of Philanthropy directs the organization's capital campaign, being launched in early 2023. Above all, this powerhouse development professional is an outstanding manager of teams who values communication, collaboration, innovation and teamwork, and who can pivot on a dime as changes arise.

APA!'s operations are somewhat unorthodox as the organization strives to always be on the leading edge of innovation in animal welfare and has a powerful commitment to responding to the frequent crises that threaten animals' lives. This requires that the Chief of Philanthropy bring an ability to apply creative critical thinking and to step outside traditional fundraising practices to provide the means for responding to crises and opportunities for innovation as the norm rather than the exception. APA!'s greatest source of support is from individual giving, and this role must be able to activate philanthropic investment and galvanize public support at all donor levels to meet these challenges. The Chief of Philanthropy thrives in a collaborative, growth-oriented atmosphere and will put to use exceptional relationship-building and communications skills toward creating a better world for animals and the people who love them.

APA! values the effect diversity of thought, experience, and identity has on our organization.

ESSENTIAL FUNCTIONS:

Strategy and implementation

- Accountable for reaching team fundraising goals set by the CEO and Chief of Philanthropy to fuel an ambitious growth strategy
- Explore new revenue streams and opportunities for accelerated growth
- Work with the Chief of Philanthropy to learn the annual funding plan, training to take the lead on planning resources for operations while the Chief of Philanthropy focuses on the upcoming capital campaign
- Work collaboratively throughout the year with the Philanthropy and Marketing teams to ensure revenue goals are met, course-correcting as needed
- Respond as needed to solve funding challenges around crisis response
- Work with the Chief of Philanthropy in using data and communication analytics to drive decisions to increase revenue
- Along with the Chief of Philanthropy, daily review and analysis of incoming donations to understand the flow and nature of our revenues throughout the year
- Under the direction of the Chief of Philanthropy, assessing and project manage changes to our fundraising tools, CRMs, internal processes, etc.
- Provide frequent support to the Chief of Philanthropy

Management

- Learn the role of the three Directors of Philanthropy who plan and coordinate mass giving campaigns and events, high-level individual giving, and corporate and grant partnerships.
- Act as regular support to the Chief of Philanthropy's direct reports with the possibility of direct management
- Assess needs for resources and report up to the Chief of Philanthropy around upcoming challenges and opportunities
- Lead the Directors of Philanthropy in setting, tracking and reporting team KPIs, SMART goals, and other performance measures
- Help monitor the effectiveness of funding activities and adherence to the fundraising plan's implementation
- Provide the Chief of Philanthropy and CEO with monthly KPI reporting for philanthropy department
- In most cases, act as primary point of contact for operations teams, responding to their questions and support needs
- Lead and attend meetings both on the Philanthropy Team and with other departments, as needed

Donor Engagement and Support

- Gain a thorough understanding of APA!'s programs and distinctiveness to maintain fluency in promoting the organization
- Use outstanding writing ability and verbal communications to inspire a deep sense of engagement among our many and varied supporters and drive philanthropy
- Provide support for the Chief of Philanthropy's portfolio of top-level major donors through emails, calls, meetings, and stewardship materials
- Assist the philanthropy team in donor prospecting and research
- Assist the Directors as Philanthropy, ensuring the ambitious fundraising goals are met every month
- Attend APA! events and actively steward donors attending

Culture

- Help lead and ensure the success of instilling a vibrant culture of philanthropy across the organization for staff and volunteers
- Positively contribute to and enhance the Philanthropy Team's positive, supportive and collaborative team culture
- Help guide professional development opportunities for team members

OTHER FUNCTIONS:

- Work independently, often with little direction, to ensure fundraising goals are met every month
- Take ownership of own professional development, quickly getting up to speed on all relevant philanthropy and animal sheltering topics needed to excel in this role
- Maintain open, consistent and supportive communication with Chief of Philanthropy and all Philanthropy Team members
- React to change productively and perform other related duties as assigned
- Work evenings, weekends, and holidays as needed

QUALIFICATIONS, SKILLS, AND EXPECTATIONS:

- A love of animals and a passion for the no-kill mission
- Animal sheltering experience strongly preferred
- At least five years' experience in philanthropy, with substantial experience as a director of teams
- Experience and proven success in cultivating, soliciting and stewarding high-level gifts from individuals, corporations and grantors
- Exceptional managerial and communication skills
- Intellectual agility; the ability to analyze, think critically, and solve problems creatively
- A "doer" with a high degree of initiative and energy; productive and results-oriented
- Confidence, creativity and maturity to establish credibility with and influence donors at all levels
- Excellent organizational skills with a proven ability to prioritize work, manage time and multiple priorities, and meet deadlines with attention to detail and accuracy
- Deeply relational; a good listener who is inquisitive, reflective, and interested in developing meaningful professional relationships with colleagues, donors, and other stakeholders
- Commitment to open communication, teamwork and collaboration, accountability and professionalism
- Ability to multi-task and work in a fast-paced environment with tight deadlines while maintaining a positive and professional attitude
- Ability to anticipate problems and use judgment appropriately to plan solutions and manage obstacles as they arise
- Proven experience in motivating, leading, setting objectives and managing the performance of a team
- Basic understanding of nonprofit financial reports and budgeting
- Committed to keeping up to date with new trends and best practices in philanthropy
- The highest levels of personal and professional integrity and confidentiality; a commitment to the privacy of donors

PHYSICAL JOB REQUIREMENTS:

- Must be able to work around animals (including diseased, injured, and/or potentially aggressive animals), loud noises, chlorine or other chemicals, and inclement weather
- Must be able to comfortably interact with cats/dogs of various health levels, including cats who may carry zoonotic diseases such as ringworm, scabies, intestinal parasites, etc.
- Prolonged periods of sitting at a desk and working on a computer

WORK ENVIRONMENT:

- Standard office environment, with exposure to environmental conditions that include working with and near animals

- Uses own transportation to travel and transport
- Exposure to unpleasant odors and noises
- Possible exposure to bites, scratches, animal waste and contagious diseases

TIME COMMITMENT:

- This is a full-time, exempt position with 40+ hours per week
- This role is expected to last as outlined above for 2-5 years, during the capital campaign, and will be subject to change upon the campaign's completion

WORKING RELATIONSHIPS:

- This position reports directly to the Chief of Philanthropy

LOCATION(S):

- Remote (must be located in or willing to relocate to the Austin area)
- Regular visits to Austin Pets Alive!'s locations, including new properties, is required

COMPENSATION & BENEFITS:

This is a full-time, exempt position with an annual salary of \$90,000+ based on experience.

Austin Pets Alive! is proud to offer a competitive benefits package for full-time employees, including up to 95% subsidy on employer sponsored medical coverage, up to 2% match on 401(K) retirement plan, subsidized and voluntary life insurance, voluntary dental, vision and short term disability options, all effective the first day of employment. We also offer voluntary wellness and emergency sick plans, supplemental benefits, subsidized pet insurance, flexible spending accounts and additional life coverage. Full-time employees receive 6 paid holidays and accrue 10 days paid time off during the first year of employment, with a third week of PTO accrual upon completion of 12 months of employment. Employee's will also receive professional development opportunities through APA!'s ongoing mission to advance our animal welfare professionals in our life saving work.

EQUAL EMPLOYMENT OPPORTUNITIES AND ACCOMMODATIONS STATEMENT:

Austin Pets Alive! is an equal employment opportunity employer and we value having staff who come from communities that are most impacted by the issues we engage on. We especially encourage people of color, LGBTQ people, women, transgender and gender non-conforming people, and people with disabilities to apply.

Austin Pets Alive! does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law. Austin Pets Alive! is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, community focus, and innovation.

APA! is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact Talent Acquisition at job@austinpetsalive.org at least one week in advance of your interview.

POINT OF CONTACT:

Valerie Watt - Talent Acquisition & Development Coordinator
valerie.watt@austinpetsalive.org