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# Senior Philanthropy Officer

**SUMMARY:** The Senior Philanthropy Officer is a skilled people-person with a passion for animal welfare who builds engagement around Austin Pets Alive!'s lifesaving cause while identifying and securing the support of new, major donors needed to make our mission flourish.

The Senior Philanthropy Officer will work alongside the Chief of Philanthropy, Director of Philanthropy (High-Level Giving), and the other Senior Philanthropy Officer to expand major giving and support the needs of high-level supporters. Unlike the other roles on the team, the primary focus of this Senior Philanthropy Officer position is to build out the strategic direction for the prospecting of potential major donors and conduct high levels of donor research before reaching out to these individuals to engage them with our mission. The Senior Philanthropy Officer must be a genuine people-person with a dynamic, outgoing personality who thrives in social situations and when approaching new people, but who is also fulfilled working alone at a computer for long periods of time. While the Senior Philanthropy Officer will eventually manage a portfolio of major donors, it will be built by their efforts to bring new, high-level supporters to our cause. This position offers a creative opportunity to grow APA's existing major gifts program by seeking out undiscovered opportunities, both within and outside the organization.

The Senior Philanthropy Officer position requires a fearless individual with a flair for meeting new people and making genuine connections, including with those unfamiliar to our organization. This person must be motivated to seek out solutions to obstacles while driving towards meeting funding goals, rapidly taking ownership of the major donor prospecting processes, and making hundreds of new connections with cold and warm leads each month.

### **DUTIES AND RESPONSIBILITIES:**

- Lead prospecting for new major donors, and work collaboratively with team members on building the major donor pipeline
- Build meaningful relationships with potential supporters, focusing on creating engagement and a deep sense of community around our mission
- Convert new major givers to the organization, with the eventual goal of managing a portfolio with many of these new donors to increase major gift revenues
- Research thousands of potential major donors and conduct frequent cold outreach, both in person and via phone
- Work collaboratively with the Director of Philanthropy and Philanthropy Officers to implement a comprehensive donor cultivation, communication, and solicitation strategy that appropriately and consistently promotes the retention and advancement of major supporters
- Meet existing expectations for major gifts in the annual revenue budget while building the means for growth from this important class of gifts
- Meet fundraising goals and KPIs that are imperative to advance the organization's mission
- Create funding proposals and other written collateral necessary for the stewardship and cultivation of major gifts
- Maintain timely contact reports, stewardship tracking, and forecasting

- Create monthly reports on progress on prospecting and relationship-building to share with the Director of Philanthropy and Chief of Philanthropy
- Attend and assist in planning major donor engagement gatherings
- Attend networking events in the community to cast the net wider for prospective donors
- Frequently create personalized digital content, especially videos and emails, for donors
- Provide support to the Chief of Philanthropy and Director of Philanthropy as needed
- Participate in the collaborative stewardship and cultivation work of the Philanthropy Team

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all duties.

#### **PHYSICAL JOB REQUIREMENTS:**

- Must be able to routinely lift 40-50 pounds
- Must be able to work around animals (including diseased, injured, and/or potentially aggressive animals), loud noises, and inclement weather.

#### **REQUIRED QUALIFICATIONS:**

- An authentic passion for animals and animal welfare
- Five or more years of fundraising experience, with previous responsibility for cultivating substantial individual gifts and meeting revenue goals
- Two years of experience in major gifts
- Comfortable with high volumes of cold outreach, including in person and via phone, to potential donors
- Thorough knowledge of prospect research practices
- Excellent written and verbal communication skills
- An outgoing, dynamic personality
- A networker, with a flair for meeting people and inspiring engagement
- Organized and adept at managing projects and processes well
- Willing and able to take initiative and be proactive in independently managing projects
- Able and willing to work collaboratively with other staff
- Creative in managing projects on limited resources
- Driven to excel in meeting the needs of a mission-driven organization
- Ability to work with diverse groups
- Working proficiency in Google Suite
- Experience in working with databases, such as Excel, CRMs, or donor management systems
- Must be committed to our mission and have a love for animals

#### **EXPECTATIONS**

- Must embody APA!'s core values of innovation, respect, drive, resourcefulness, and inclusion
- Commitment to APA!'s customer experience expectations
- Willing and committed to working well with volunteers and staff in all roles

#### **WORKING RELATIONSHIPS:**

- This position reports directly to the Director of Philanthropy (High-Level Gifts)

#### **TIME COMMITMENT:**

- This is a full-time, exempt position of 40 hours weekly and may include weekends and evenings to support program needs

#### **LOCATION(S):**

- Offsite/remote (must live in the Austin area)
- Occasional work at Austin Pets Alive!'s main location at 1156 W. Cesar Chavez St., Austin
- Occasional travel to offsite locations, as needed

**COMPENSATION:** \$70,000 annual salary

**BENEFITS**

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. Employees will also receive professional development opportunities through APA!'s ongoing mission to advance our animal welfare professionals in our lifesaving 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.

**POINT OF CONTACT:**

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