



**Position:** Director of Individual Giving

**Reports to:** Chief Development Officer

### **Organization Overview**

Formed in 1952, The Austin Humane Society is Austin's largest, longest standing, no kill, non-profit animal shelter. AHS is dedicated to eliminating unnecessary euthanasia of dogs and cats through:

- Innovative life-saving adoption programs
- High-volume spay and neuter programs
- Engaging the community to be part of the solution
- Serving animals and people in times of crisis

### **Position Description**

The Director of Individual Giving is responsible for the planning and implementation of major gift opportunities for Austin Humane Society (AHS). This position will partner with other fun and dynamic development team members on the oversight of individual giving throughout all of AHS' annual fundraising campaigns to include events, giving clubs, direct mail, planned giving and the capital campaign. The position will have supervision of 1-2 staff members. The Director of Individual Giving reports to the Chief Development Officer and also works closely with a variety of donors, volunteers, staff and other constituents. It is an exciting time to be part of the Development Team at AHS! We are embarking on some new projects and position will have the opportunity to be part of something big and impactful for the Austin Community as well as play an integral role in creating the vision and pathway to get there.

### ***Major Gift Giving (80%)***

- Identify, qualify, cultivate, solicit and steward individual prospects for major gift opportunities including immediate needs and long-term funding.
- Serve as a primary fundraiser along with CEO and CDO to build donor relationships through face-to-face solicitations to help build a major gift fundraising program. This will include solicitations for our capital campaign.
- Grow annual revenue from individual donors through relationship-based fundraising and strategic move management with an emphasis on long-term stewardship and engagement.
- Build a portfolio and manage around 100-120 donors and prospects.
- Help develop a projected annual revenue budget for major gifts and coordinate and track its implementation throughout the year.
- Collaborate with CEO and CDO on individual giving strategies for the capital campaign.
- Collaborate with Volunteer Manager to help identify and cultivate active shelter volunteers for giving as well as help integrate volunteers into development department.
- Create and maintain excellent records in Raiser's Edge of all interactions with individuals.



- Collaborate with Database Manager to implement best practices and prospect management in Raiser's Edge.
- Help set up meetings with CEO and CDO to focus on strategic stewardship of individual donors.
- Collaborate with Communications team to help develop any Case for Support and needed collateral
- Produce major gift proposals with and for AHS Leadership.
- Collaborate with the CDO on stewardship scripts, donor appeals, funding priorities, acquisition identification, donor research, donor segmentation, and donor stewardship strategies.

### ***Management (20%)***

- Supervise Annual Giving Coordinator in accordance with AHS policies and procedures.
- Monitor the effectiveness of funding activities and plan implementation.
- Consciously create a workplace culture that is consistent with that of AHS and that emphasizes its identified mission, vision, guiding principles and values of AHS.
- Identify staff development and training needs and provide solutions/opportunities.
- Conduct annual staff performance reviews that provide overall context and framework to encourage employee contributions and includes goal setting, feedback and performance development planning.

### ***Other Responsibilities***

- Make public appearances/accept speaking engagements to share information about AHS within the community.
- Provide support to other areas of the shelter during times of crisis as directed by the CEO.
- Attend special events as needed outside of usual work hours and on weekends.
- Other duties as assigned.

### **Qualifications**

- A minimum of six years of experience in nonprofit development, with proven success with major donors through face to face solicitation; successful track record of cultivating relationships and soliciting gifts.
- Experience managing staff, managing up to leadership and collaborating with peers required.
- Campaign experience preferred.
- Excellent organizational, communication, and interpersonal skills.
- Confidence, creativity and maturity to establish credibility and influence donors at all levels.
- Attention to detail, including the ability to maintain accuracy of details in a fast-paced setting.
- Deeply relational; a good listener who is interested in developing meaningful professional relationships with colleagues and donors.
- Ability to handle complex and confidential information.
- An energetic self-starter, ability to pivot as needed, team player and ability to laugh at one's self.
- Cool.
- Advanced computer skills with experience in Microsoft Office and Raiser's Edge preferred.
- Bachelor's degree or higher is required.
- Commitment to the mission and values of the Austin Humane Society.
- **Must treat animals humanely, with love and concern both on and off the job and transmit these values to others**



**Physical and Mental Requirements/Work Environment:**

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Austin Humane Society may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

**The Director of Individual Giving is a full-time, exempt position. The \$80,000 - \$90,000 salary range is commensurate with experience and other qualifications.**

To apply please send a cover letter, resume to [tfry@austinhumanesociety.org](mailto:tfry@austinhumanesociety.org).

*The ideal candidate will love the idea that life-saving animal services transform the lives of animals and those who love them, and will have experience working at the intersections of animal services and community education*