



Director of Development

Position Summary

- Reports to the Executive Director.
- Up to 20% travel time possible.
- 40 Hours with some flexibility for weekends and evenings on occasion.
- Working remotely is acceptable but not required. The ideal candidate would be located in the northeastern US within two hours drive of North Conway, NH, enabling the occasional travel to our facility and to local community events.
- Salary commensurate with experience.
- Benefits package includes health insurance, short- and long-term disability, and paid time off.

The position of Director of Development (DOD) is a strategic leadership role with responsibility for the implementation of the organization's fundraising strategies, with direct input and involvement in the creation of the organization's business and development strategies. This is a new position and may evolve over time. The role requires flexibility due to the changing nature of the organization and will require a person with the skills and drive to define and grow the development program over time. The DOD creates and executes fundraising strategies to maximize organizational sustainability and allow for mission-aligned growth. The focus will be on building and managing a diverse, strong, and expanding base of support through initiatives including donor management and relations, capital campaigns, major gifts, planned giving, grants, annual giving, special events, higher-level fundraising events, corporate giving, foundation giving, stewardship, and providing critical content for external marketing and communication.

Responsibilities

- Maximize organizational sustainability.
- Build and expand a diverse and strong base of donor support.
 - Build and cultivate the current donor base
 - Plan for short- and long-term growth
 - Build donor engagement
 - Source and cultivate large donors, major gifts, planned giving, and annual giving.
 - Research, cultivate, solicit, and steward major gifts
 - Create custom cultivation strategies for each large donor
 - Create stewardship for large donors
 - Plan and execute major donor cultivation events
- Identify, engage, and develop community, local, regional, and national fundraising sources.
 - Foundation giving



- Corporate giving
- Sponsorships
- Grants (research, preparation, submission, follow up)
- Monitor and analyze fundraising data to create and adjust fundraising strategies using data-driven decision making.
- Prepare status reports as needed.
- Organize all higher-level fundraising and special event specific efforts.
- Source funding and raise funds for special projects.
- Provide critical input for the maintenance and management of data and fundraising software including Salesforce and online giving outlets.
- Work closely with Executive Director and other upper-level staff and volunteers to:
 - Set budget, income forecasts, fundraising plans, and an annual development plan
 - Create social media content.
 - Conduct capital campaigns
 - Engage in local and regional demonstrations.
 - Create effective donor communication and marketing materials.
- Stay abreast of philanthropic, economic, and social trends related to the fundraising and service-dog industry.

Desirable traits

- Bachelor's degree or proven related experience.
- 3+ years' experience securing major gifts, corporate sponsorships and major fundraising.
- Relevant non-profit and/or grant-writing certifications.
- Experience and/or passion for our mission placing working dogs.
 - Knowledge of the service and facility dog training process is desirable.
 - Passion about how dogs can:
 - Positively affect the lives of individuals with disabilities.
 - Positively affect the work of professionals using dogs in animal-assisted therapy including for school, occupational therapy, physical therapy, communities within police departments, courthouses, hospitals, psychology and for therapy practices, etc.
- Previous success with planning, executing, and building a development plan for a small organization – a successful fundraiser.
- Proven success meeting fundraising goals.
- Strong interpersonal skills and oral skills.
 - Communicate clearly
 - Excellent networking skills
 - Motivating public speaking abilities



- Strong writing skills.
 - Writing
 - Editing
 - Proofreading
 - Research and prepare proposals, letters, grants, and materials
 - Able to write compelling proposals and communications for the cultivation of mission-related projects
- Strategic thinking and problem-solving skills to identify challenges, recognize opportunities, and follow through with plans.
- Flexible and adaptable to adjust fundraising strategies and to adjust to changing situations and circumstances.
 - Ability to work under pressure and adjust to change
 - Ability to adjust while maintaining a positive and solution-orientated approach
- Organized and able to create plans, deadlines, and implement them.
 - Ability to multitask with effective time management
 - Attention to detail
 - Create realistic deadlines and meet them
- Strong ability to work independently/self-starter.
- Strong ability to work collaboratively with volunteers and colleagues.
- Ability to work outside normal business hours including occasional evenings, weekends, and travel.
- Computer skills.
 - Database experience (Salesforce)
 - General computer skills
 - MS Office products
- Experience working with volunteers.

Interested candidates should submit a cover letter with salary requirements and resume to:
Careers@assistancecanine.org