



Development Director Description of Duties

DEVELOPMENT/DONOR CULTIVATION

- Create and implement a fund development plan, including major gifts, which increases revenues to support the strategic direction of the organization.
- Build membership and planned giving programs which includes deferred gifts such as legacy gifts and bequests.
- Meet prospective donors and supporters on a continual basis to establish effective communication and to ensure long-term commitments for donations.
- Conduct grant seeking research. Prepare and submit grant applications and grant reports as outlined in the fund development plan to generate funds for the organization.
- Manage the fundraising database ensuring the timely distribution of tax receipts. Maintain gift recognition program and manage all applications and software related to receiving donations.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Monitor trends in the community and region and adapt fundraising strategies as necessary.

SPECIAL EVENTS/FUNDRAISING

- Work with Executive Director to plan and execute all fundraising events, chairing event committees, budget development and management, project plan development, solicitation of gifts in kind and sponsorships and post-event evaluation.
- Handling all aspects of the Old Bill's process - managing the booth and post-event donation acknowledgment.
- Identify new ways for PAWS to engage with our community and grow our donor base.

OTHER DUTIES

- Work with Executive Director to develop the annual budget defining and then adhering to income objectives.
- Attend board meeting as assigned and complete board minutes with the help of the Secretary.
- Make public appearances/accept speaking engagements to share information about PAWS with the community.

QUALIFICATIONS

- Must embrace the mission of PAWS of Jackson Hole.
- Exceptional interpersonal and writing skills.
- Computer savvy with proficiency in Word, Excel, Mailchimp, Paperless Post, Wordpress, Social Media Platforms
 - Knowledge of Salesforce very helpful
- Minimum 3 years non-profit development experience with proven track record in fundraising techniques, grant writing, and major gift procurement.
- Be a self-starter who is outgoing and goal driven to initiate donor visits and fundraising calls.
- Be organized and follow through on tasks and goals.
- Display a positive attitude, show concern for people, pets and community.
- Demonstrate professionalism, self-confidence, common sense and good listening ability.

Salary and benefits commensurate with experience and qualifications.

Interested candidates can send a cover letter with salary requirements and a resume to info@pawsofjh.org.

NO PHONE CALLS PLEASE.