



## Charlottesville Albemarle SPCA Job Description

Position: Director of Development  
Job Status: Exempt  
Reports to: Executive Director  
Revision Date: 10.22.18

### Position Summary

The Director of Development is responsible for ensuring achievement of our fundraising goals through collaboration, strategy, planning, execution and active evaluation. The position works closely with the Executive Director, the senior leadership team and board members. Primary responsibilities include directing all fundraising activities.

The ideal candidate will be an entrepreneurial professional who is data-driven and goal oriented. S/he should enjoy front-line relationship building, soliciting, and have a combination of development and communications skills.

### Primary Duties and Responsibilities:

- In concert with the Executive Director, create and implement a long-term development plan to guide growth in resource development.
- Work with the Executive Director and Board of Directors to cultivate relationships with current and potential funders.
- Guide and manage the grant and individual donor solicitation process (including proposal/report writing) in a timely manner, while ensuring compliance, accountability and integrity.
- Utilize our donor database to plan, implement, and evaluate fund development programs.
- Drive the organization's fundraising activities and the production of newsletters, annual reports, and other fundraising materials.
- Manage the Development department staff as well as select vendors and consultants.
- Develop, monitor and administer department budget, work plans and reports, including the collection and tracking of development related data.

### Skills/Qualifications:

- Bachelor's degree required. Advanced degree a plus.
- Seven or more years of business development/partnership building experience and progressive management experience with five or more years in a professional fund-raising environment including successfully identifying prospects, driving capital generation, generating proposals, and negotiating and closing complex agreements.
- Ability to eloquently articulate and show passion for CASPCA's mission and programs.
- Superior communications skills, both verbal and written.
- Demonstrated ability to work effectively with diverse constituencies.
- Must possess good judgment and exercise diplomacy in dealing with a variety of constituents.

- Must have excellent organizational skills with the ability to prioritize work appropriately and adapt easily to changing priorities. Able to apply strategic and creative thinking, while being persistent, motivated and energetic, along with the ability to work in detail-oriented fashion.
- Ability to interact skillfully with high-level corporate and foundation officers and individual donors.
- Intermediate skills in or ability to quickly learn the various software programs utilized by the CASPCA (Shelterbuddy, eTapestry, MS Office, Excel, PowerPoint and Word).

**Employee Acknowledgement:**

Signature of Employee: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_