Animal Protective Foundation
Job Description

Fund Development Manager

Position Status: Full-Time, Exempt
Reports to: Senior Director of Development
Revised: December 9, 2019
Work Schedule: 8:30am – 5pm

PURPOSE OF THE POSITION:
The Fund Development Manager is a middle-management which is instrumental in building and implementing a comprehensive development program for the Animal Protective Foundation (APF). The person in this position is responsible for running the daily operations of the department, including planning and execution of fundraising activities and events with the goal of increasing annual gross and net revenues. The incumbent communicates in a way that demonstrates and promotes collaboration, cooperation, and problem solving. Uses good interpersonal skills to foster a positive work environment, team work and productivity.

ROLES AND RESPONSIBILITIES - General:
- Assist in building a donor-centered department and culture. Focus on building long-term relationships to benefit the APF.
- Provide exceptional customer service and stewardship to all donors, volunteers, clients and constituents. Serve as a resource and problem solver.
- Provide support and assistance to the Development Committee and their information/data and other needs.
- Work within departmental budget and embrace/support departmental fiscal and programmatic goals. Use departmental resources wisely.
- Develop, implement and follow all departmental standard operating procedures (SOP’s).
- Become and remain current with philanthropic best practices through continuing education via conferences and readings.
- Develop and maintain department-wide task and event calendar.
- Be true to the APF Mission, Vision and Values

EVENTS
- Responsible for planning, managing, and the execution of all APF events including benefit, donor cultivation and stewardship events.
- Act as main contact with all venues and vendors.
- Develop and execute event production plans.
- Lead development of sponsorship opportunities, coordinate and produce sponsorship mail appeals.
- Serve as coordinator and provide support for corporate sponsorship solicitations. Engage the Sr. Director of Development and Executive Director in executing top level sponsorship cultivation, solicitation and stewardship.
- Responsible for tracking and recording all event net and gross revenues using Excel and Donor Perfect. Prepare post-event performance and comparison reports in a timely fashion.
Animal Protective Foundation

Job Description

Fund Development Manager

- Responsible for overseeing creation and production of all event-related materials with assistance of freelance graphic designers and printer with oversight by Sr. Director of Development.
- Promote all events in multitude of ways: direct mail/digital media/ etc.
- Lead volunteers in event roles and establish relationship for further volunteer opportunities at events.
- Prepare yearly event calendar and logistical timeline for each event. Responsible for on-time execution. Integrate event calendar with Development Department calendar of activities including newsletter and solicitation mailings.
- Prepare, update, and track event budgets and status reports for Director of Development
- Coordinate and lead 4-5 monthly gala committee meetings.
- Assist with the coordination and production of APF mail merges and print materials as needed.

ANNUAL FUND

Direct Mail
- Assist with implementation of APF vendor-driven direct mail program including drafting appeal and acknowledgement content including actual stories of shelter pets.
- Track progress and work with direct mail vendor to monitor results, adapt as needed, and provide management reports on a quarterly and annual basis.

Online Giving
- Grow FB and direct mail solicitation program including Giving Tuesday campaign.
- Develop and execute GoFundMe campaigns annually in coordination with Shelter Director.

OTHER DUTIES

Database and Infrastructure Support
- Oversee development of SOP's for Fund Development department with emphasis on cash and check management, attribution of restrictions, if any; database management and data entry.
- Develop reports as needed to support and analyze performance of development programs including annual funds and major gifts.
- Provide support for annual financial audit.
- Help train and support the Development Assistant.

Marketing and Communications
- Responsible for overseeing independent contractors who provide the daily maintenance and updating of APF Facebook page and website.
- Works directly with consultants who are updating social media & Word Press website.
- Responsible for monthly e-blast to donors.
- Coordinate and edit the organization newsletter, Pet Gazette, three times a year.
Animal Protective Foundation
Job Description

Fund Development Manager

- Create and execute new fundraising material to encourage, promote and solicit higher levels of restricted and unrestricted giving. Support clinic and shelter fund-raising initiatives.
- Ensure that development related website and FB pages are current and used to effectively position the organization and promote all programs, events and giving opportunities to the public.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Supervises the Development Assistant

CONTACT WITH OTHERS
Has regular contact with other APF employees and volunteers from all departments. Has regular contact with donors and prospective donors, as well as Board members and others involved with the community.

WORKING CONDITIONS
Typical office hours are approximately 8:30 am – 5:00 pm, Monday through Friday. However, flexibility will be required to work extended hours as necessary, including occasional evening/weekend hours for events, training, or meetings.

PHYSICAL DEMANDS
Regularly required to sit, stand, and use computers. Specific vision abilities required by this position include close vision and the ability to focus clearly. Work performed both in and out of APF facility may require lifting, bending, and other strenuous activities. Be able to lift/carry 25lbs.

REQUIREMENTS:

Education and Experience: A minimum of five-years of work experience in nonprofit development department or similar work required and a Bachelor’s degree in communications, public relations, marketing, or business administration is preferred. Supervisory skills. Proficiency with MS Office Suite (including Word, Excel, Power Point), Donor Perfect or similar relationship management software. Experience planning and executing events required. Strong verbal, written, and interpersonal skills essential.

Knowledge and Skills:
The position requires a self-motivated, highly organized, detail-oriented person who works independently and as a team member. This position requires outstanding project and time management skills. Experience with fundraising, contact management or other database software required. Strong communications skills and ease with interpersonal relations essential. Ability to manage confidential information with discretion and tact required with proven ability to meet deadlines, handle multiple projects simultaneously, and adjust to rapidly changing priorities is our ideal candidate. Must have a sincere interest in APF’s mission and vision.

Additional requirements: Must have a valid New York State driver’s license.
Animal Protective Foundation
Job Description

Fund Development Manager

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

NOTE:
The Animal Protective Foundation is an Equal Opportunity Employer. We do not discriminate on the grounds of age, race, religion, national origin, sex, sexual orientation, marital status, disability or any class protected by law.

The Animal Protective Foundation is an At-Will employer. This is not a contract for employment.

The Animal Protective Foundation reserves the right to change job descriptions and job schedules at any time without employee consent to meet changing needs of the organization.

By signing below you are asserting that you are physically able to perform these duties with or without accommodations.

Printed Name

____________________________________  __________________________
Signature                          Date

List any accommodations needed to assist you in successfully completing these duties.