



# Bucks County

## Society for the Prevention of Cruelty to Animals

www.bcsPCA.org

### JOB ANNOUNCEMENT

Job Title: **Development Manager**  
Department: Communications and Development  
Reports to: Director of Communications and Development  
Status: Full-time Exempt, located at Lahaska  
Posting Date: March 11, 2019

#### SUMMARY

The Development Manager is responsible for tasks that support the recordkeeping, gift processing, and retrieval of data related to fundraising efforts. This includes biographical data, entering gift deposits, production of gift receipts, acknowledgement letters, and daily/monthly reporting. Responsibilities also include support for other departments relying on reports from our shelter software, and administrative support of the Development Team and Executive Director.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Performs all job duties in an efficient, positive, helpful manner with good internal customer service to staff and volunteers. Participates in and promotes BCSPCA safety programs. Willingly assists public in all aspects of BCSPCA programs. Shares information to enhance the public's knowledge of animal welfare, as well as their knowledge of the BCSPCA's mission and policies in a helpful, positive, and timely fashion.*

- Update record information and add new constituent records as needed while maintaining the highest degree of data integrity
- Enter gifts whether cash, credit card, gift-in-kind, bequests and stock transfers
- Produce gift receipts and individualized acknowledgement letters for all gifts received in a timely and accurate fashion
- Process memorials and honoraria for people and pets
- Create daily bank deposits
- Contact donors when clarification is needed about donations
- Track and acknowledge donors giving via third party channels on a quarterly or semi-annual basis
- Organize and maintain the integrity of a hardcopy filing system including correspondence, large checks, stock transactions and bequest payments; store gift backup by fiscal year
- Work closely with Executive Director and Director of Communications and Development to ensure that all gifts accurately reflect the donor's intentions
- Generate weekly reports for bookkeeper and assist with ensuring gift deposits correspond with all income categories
- Maintain restricted funds spreadsheets throughout the fiscal year and finalize all for BCSPCA's annual audit with direction from the Executive Director and Bookkeeper
- Troubleshoot shelter database (including custom documents and database entry related to those documents), and produce, hone and troubleshoot standard and custom reports
- Produce training documents and conduct training sessions with staff concerning proper data entry procedures in relation to report outcomes
- Assist with preparation for special events and other development projects
- Retrieve, sort and distribute mail from post office on weekdays
- Take inventory regularly of development office supplies, stationery, envelopes and cards and order as necessary
- Serve as point of contact for volunteers providing administrative support to the development team

#### EDUCATION and/or EXPERIENCE

- High school diploma or equivalent required
- Three or more years of experience in gift processing, nonprofit development and database management

Lahaska Shelter:  
1665 Street Rd  
Lahaska PA 18938  
215-794-7425

Upper Bucks Shelter:  
60 Reservoir Rd  
Quakertown, PA 18951  
267-347-4674

## **WORK EXPERIENCE and TECHNICAL SKILLS**

- Working knowledge of database software required; demonstrated proficiency in advanced computer entry as well as a highly developed knowledge of gift types and accounting protocols
- Proficiency in Microsoft Office programs (Outlook, Excel, and Word)
- Communicate effectively both orally and in writing
- Interactions using good judgement, patience, clear communication skills and a cooperative attitude are imperative both in working with colleagues and donors
- Excellent organizational skills and attention to detail
- Ability to prioritize projects, review work for accuracy and complete in a timely manner
- Handle and maintain sensitive confidential information
- Self-starter and self-motivated
- Ability to take direction and work consistently with a positive attitude
- Ability to work in a positive manner in a team environment to assure all BCSPCA's goals are met

## **LANGUAGE SKILLS**

- Excellent verbal and written communication skills
- Ability to convey instructions and information in a clear, positive, and respectful manner to the public, colleagues and volunteers

## **REASONING ABILITY**

- Ability to define problems, collect data, establish facts, analyze figures and reports and draw valid conclusions
- Good decision-making skills

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license and a great driving record

## **OTHER SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate, but can be quite high at times (kennel areas).

Resume and cover letter should be sent to [HR@bcspca.org](mailto:HR@bcspca.org) or  
Bucks County SPCA, P.O. Box 277, Lahaska, PA 18931