



# Bucks County

## Society for the Prevention of Cruelty to Animals

www.bcsPCA.org

### JOB ANNOUNCEMENT

Job Title: Director of Development  
 Department: Communications and Development  
 Reports to: Executive Director  
 FLSA Status: Full-time Permanent Exempt  
 Qualifications: Four-year or advanced college degree  
 Posting Date: December 4, 2018

#### SUMMARY

The BCSPCA is seeking a dynamic experienced leader for our donor engagement and fundraising programs. The successful candidate will become a key component of our talented Communications and Development department. They will take over identification, cultivation, solicitation and stewardship of donors through personal contact, direct mail and newsletter campaigns, fundraising and awareness events, foundation research and grant request writing and reporting, planned and monthly giving, matching gifts, memorials and honoraria, corporate gifts, and donor acknowledgment. Based in Lahaska, near New Hope, and serving all of picturesque Bucks County, the new Director of Development will help us connect our century-old mission of service to the community with funders who value compassion for local animals and the people who share their lives. With a 92% live release rate, open door admission policy, and adoption guarantee, you will be joining an ethical organization with deep roots and an amazing team of professionals.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Performs all job duties in an efficient positive 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.*

- Serves as the main staff expert in development.
- Develops, implements, and evaluates cost-effective fund-development program involving individuals, businesses and private foundations
- Provides leadership, collaborates with other Leadership Team (LT) members, and actively and positively engages in the decision-making and discussions surrounding all matters brought to the team by the Executive Director (ED) and other Team members.
- Maintains a focus on achieving the BCSPCA mission and places the good of the organization before the good of any single individual, animal, or department.
- Works closely with the ED and other LT members to maximize the number of lives saved, while maintaining our responsibility to protect the community from dangerous animals.
- Works effectively with Board committees dedicated to fundraising activities and support
- Works closely with the Executive Director and Director of Communications on direct mail; oversees scheduling and production of direct mail solicitation; evaluates and selects donor lists and acquisitions lists for solicitation.
- Works with Executive Director to create donor recognition and appreciation programs; coordinates donor appreciation and special events
- Designs and implements opportunities or programs specifically for the corporate or business communities to become more involved with BCSPCA.
- Oversees and monitors donor database; ensures that donor's gifts are properly recorded and acknowledged in a timely manner.

Administrative Office:  
 PO Box 277  
 Lahaska PA 18931  
 215-794-7425

Lahaska Shelter:  
 1665 Street Rd.  
 New Hope, PA 18938  
 215-794-7425

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

- Oversees the research, writing and reporting for grants and private foundation requests; maintains grant schedules and monitors financial progress
- Works closely with the Executive Director and Board committees to successfully implement appeals for major and planned gifts
- Supports Executive Director in capital and endowment campaign efforts
- Oversees planning through follow-up for in-house fund-raising events
- Oversees coordination with third parties for events benefiting but not actually organized by BCSPCA
- Evaluates and recommends fundraising opportunities for consideration of Executive Director
- Provides timely and complete monthly reports of activities and oversight areas for Board report
- Ensures and promotes the humane care and treatment of animals always
- Handles animals safely, models and teaches such handling
- Interfaces with the media and community leaders and groups as needed
- Stays up-to-date on latest practices in fundraising
- Accepts and promotes the mission of the BCSPCA and follows all its policies and procedures
- Supports the decisions of management and leadership; brings concerns directly to supervisor; avoids engaging in sideways communications that would have a negative effect on staff/volunteer morale
- Maintains complete integrity and confidentiality regarding organizational and donor information
- Conducts self in a professional manner, exhibiting good communication and conflict resolution skills, and respectful and friendly demeanor
- Assists with annual budget development, adheres to annual budget, and reports any budgetary needs or irregularities to the ED in a timely fashion
- Supervises development staff and volunteers to accomplish Development goals
- Performs other duties as needed

#### **EDUCATION AND/OR EXPERIENCE**

- College degree required
- Additional training in nonprofit fundraising preferred

#### **WORK EXPERIENCE and TECHNICAL SKILLS**

- 3-5 years relevant work experience in nonprofit development
- Excellent customer service and interpersonal communication skills
- Highly collaborative style; experience developing and implementing successful fundraising strategies
- Ability to manage multiple simultaneous projects effectively
- Animal welfare experience preferred; non-profit experience required
- Experience with donor management systems preferred
- Consistent positive attitude
- Meticulous recordkeeping skills and attention to detail
- Maintenance of organized work space
- Excellent skills in math and calculations, including an ability to work with spreadsheets
- Strong organizational skills including self-motivation and reliability
- Willingness to work a flexible schedule that may include off-hours (nights and weekends) as needed
- Ability to work in a positive manner in a team environment to assure all BCSPCA's goals are met
- Great computer skills including Microsoft Office programs and internet technology; use of standard office equipment including but not limited to fax machines, scanners, copy machines, and printers

#### **LANGUAGE SKILLS**

- Excellent English writing/editing and verbal communication skills
- Ability to convey instructions and information in a clear, positive, non-condescending and respectful manner to the public, co-workers and volunteers
- Ability to discuss problematic situations in calm logical way with public, other staff and volunteers to avoid escalating

emotions and therefore facilitating logical conclusions with minimal stress

**REASONING ABILITY**

- Ability to use logic to define problems, collect data, establish facts, and draw valid conclusions
- Good decision-making and leadership skills
- Ability to understand and use basic financial and statistical reports to measure progress
- Excellent judgment regarding prioritization, delegation, and in communication and handling of issues of potential organizational risk with regard to public relations and financial exposure
- Ability to identify sensitive issues and maintain their confidentiality
- Ability to tell right from wrong and adhere to a strict level of honesty
- Ability to learn from advanced training in the animal welfare field, incorporate that learning into daily work, and teach others

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid State or government driver’s license and a good 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 for long periods. 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. Exposure to high noise level and zoonotic diseases when in kennels or working with animals; outdoor work may include exposure to all weather conditions. Occasional exposure to high stress levels. Indoor office environment working in and around exposure to animals, animal fur, animal dander and animal waste.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Employee’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director \_\_\_\_\_ Date: \_\_\_\_\_

*The above statements are intended to describe the general nature of work being performed by an employee assigned in this classification. They are not intended to be construed as an exhaustive list of all the responsibilities, duties and skills required of any employee so classified.*