

**Charleston Animal Society (CAS)**

**JOB DESCRIPTION**

<u>Dept./Division:</u>	Development, Marketing, and Communications
<u>Title:</u>	Director of Donor Advising
<u>Supervisor/Title:</u>	Chief Advancement Officer
<u>Direct Reports:</u>	N/A
<u>Working Relationships:</u>	All levels of management and staff, volunteers, general public, donors, business partners, media outlets, officers, committees, Board of Directors, and others as appropriate.
<u>Compensation:</u>	Exempt; Full-time, commensurate with experience and qualifications.
<u>Job Summary:</u>	Reporting to the Chief Advancement Officer, this position is responsible for the design, development and implementation of all philanthropic major gift and planned giving strategies. This position works very closely with the development, communications, and marketing team. This position will be responsible for stewarding and establishing funding relationships to secure resources that will support Charleston Animal Society’s mission and long term strategic goals. A skillful manager of persuasion that compels donors and constituents to action. Ability to juggle multiple responsibilities under pressure. The ideal candidate is a person of integrity, loyalty, and a capacity for hard work, perseverance, and resiliency.
<u>Key Responsibilities:</u>	<ol style="list-style-type: none"> <li>1. Adhere to the highest ethical standards and provision of animal care in a safe, competent, professional and humane manner at all times.</li> <li>2. Responsible for identifying new opportunities to develop and grow Charleston Animal Society’s donor base, securing major gifts at the \$1,000 to \$10,000 level, with the goal of raising a minimum of \$500,000 annually.</li> <li>3. Drives a culture of innovation through supporting and developing new fundraising strategies.</li> <li>4. Assists in the development and implementation of capital campaigns for various projects.</li> <li>5. Develop long and short term plans to develop the needed resources for the organization to realize the mission and reach its strategic plan.</li> <li>6. Fosters beneficial relationships with current and potential donors, patrons, businesses, foundations, and the media to ensure that the organization is regarded as a critical asset in the community.</li> <li>7. Research, identify, cultivate, solicit and steward philanthropic prospects.</li> <li>8. Engage and inform donors and prospects on a regular basis of Charleston Animal Society’s work and the impact of their contributions.</li> <li>9. Stays abreast of current animal welfare issues and best practices regarding fundraising, major gifts, and planned giving.</li> <li>10. Meets with board members as guided by the CAO and CEO to engage their participation in fundraising and advise them of important issues, challenges and new ideas regarding the generation of needed resources.</li> <li>11. Understand and facilitate the Benevon Model as a system of sustained multi-year major gift cultivation, closing, and donor stewardship.</li> <li>12. Must have a strong financial competence in budgeting, revenue and ROI.</li> <li>13. Understand and learn Raiser’s Edge database and the NXT donor database platform, utilizing this platform to log all fundraising activities and keep the database updated to maximize planned fundraising goals (approx. 750+ donors and prospects).</li> <li>14. Utilize wealth screening tools to build a strategy regarding target donors.</li> <li>15. Attends workshops, conferences, and other seminars, maintaining memberships in professional organizations and networks with other fundraising professionals.</li> <li>16. Perform all other duties as required.</li> </ol>
<u>Qualifications:</u>	<ul style="list-style-type: none"> <li>• Bachelor’s degree preferred. College course work combined with related experience may be substituted for a degree.</li> <li>• CFRE strongly preferred. If not achieved upon hire, must be eligible and willing to sit for exam.</li> </ul>

	<ul style="list-style-type: none"> <li>• 5+ years of proven and successful development experience with an emphasis on major gifts including the cultivations and building of relationships with individuals, foundations, corporations, groups and other major funding sources.</li> <li>• Demonstrated success in personally cultivating, soliciting, and stewarding principle gifts from individuals, companies, and institutions.</li> <li>• Experience in nonprofit organizations a plus.</li> <li>• Must possess exemplary influencing skills.</li> <li>• Excellent judgment and strong decision-making abilities.</li> <li>• Cooperative and collaborated skillset necessary for interacting with broad range of contacts, including board members and senior management, as well as the community.</li> <li>• Excellent written and verbal communication skills with an enthusiastic commitment to working in a high functioning team.</li> <li>• An ability to clearly articulate Charleston Animal Society’s mission, the work it does and the unique opportunities Charleston Animal Society presents for philanthropists.</li> <li>• High degree of personal organization and self-management.</li> <li>• Must be willing to take calculated risks and have the courage to speak and act on convictions.</li> <li>• Demonstrated ability to work independently and contribute to a team environment.</li> <li>• Ability to manage complex and highly confidential information with utmost discretion.</li> <li>• Excellent social and interpersonal skills, able to operate with diplomacy, tact and empathy.</li> <li>• A strategic thinker with a strong work ethic and excellent attention to detail and accuracy.</li> <li>• Great attention to detail and to a high standard of work.</li> <li>• Excellent social and interpersonal skills, able to operate with diplomacy, tact and empathy.</li> <li>• A strategic thinker with a strong work ethic and excellent attention to detail and accuracy.</li> <li>• Ability to take initiative and work well in a deadline-oriented environment with persistence and follow-through to project completion.</li> <li>• Able to multi-task and anticipate project needs, discern work priorities and meet deadlines.</li> <li>• Ability to make spur-of-the-moment decisions based on organizational needs and unexpected changes, interruptions, or other urgent matters.</li> <li>• Flexibility to work outside normal working hours including evenings and weekends.</li> <li>• Excellent project management and communication skills.</li> <li>• Strong attention to detail, and ability to multitask.</li> <li>• Willingness to continue education/training in emerging areas.</li> <li>• Knowledge of advanced MS office applications, including Word, Excel, PowerPoint, Outlook, Publisher, Raiser’s Edge, and Wealth Engine. Knowledge of Blackbaud software products such as Team Raiser, Just Giving and other platforms such as Greater Giving and RallyUp. Adobe Photoshop, and Illustrator a plus.</li> <li>• Other donor database knowledge a plus.</li> </ul>
<u>Additional Information</u>	<ul style="list-style-type: none"> <li>• Valid driver’s license required and must have excellent driving record.</li> <li>• Travel throughout Charleston County, the State and Nation.</li> <li>• Pre-Employment Drug Test and Background Check required.</li> </ul>
<u>Schedule:</u>	Primary schedule may include weekdays and/or weekends, including evenings, as appropriate.
<u>Working Area:</u>	Charleston Animal Society and venues for meetings throughout Charleston County and beyond.

Job Description Approved by:

Position Authorized by:

Employee Review & Acceptance:

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Date: \_\_\_\_\_

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