



Animal Welfare
League of Arlington

DIRECTOR OF DEVELOPMENT – Animal Welfare League of Arlington in Arlington, VA

Director of Development

The Director of Development works closely with the President/CEO of the Animal Welfare League of Arlington and will lead all aspects of fundraising for the League. The Director of Development is responsible for the overall identification, cultivation, solicitation and stewardship of individuals, foundations, and grants. This position is based in Arlington, Virginia.

About the Animal Welfare League of Arlington

Since 1944, the Animal Welfare League of Arlington has been committed to improving the lives of animals. The League provides temporary care and refuge for homeless and suffering animals; places animals in loving responsible homes, provides animal control services to Arlington County, and subsidizes county funds to provide a wealth of animal welfare and community services. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare league of Arlington is dedicated to creating a world where all companion animals find compassionate and permanent homes. For more information, please visit www.awla.org

Reporting Relationships

This position reports to the President/CEO and will receive support from 2-3 staff members. The Director of Development will also work closely with the AWLA board of directors and development committee members.

RESPONSIBILITIES

Leadership & Strategic Management

- Manage the acquisition, retention and growth strategies for an aggressive direct mail marketing program for donors and prospects. The program will be designed to upgrade existing donors and enhance the overall quality and quantity of the donor base
- Track and report results of direct mail efforts to President/CEO and/or development committee and board members
- Manage and develop individual benefactors and major gift campaigns including identifying and soliciting new potential donors
- Each Fall, coordinate attendance by League staff and volunteers at numerous CFC (Combined Federal Campaign) events
- Manage all aspects of foundation and government granting with the League, including identifying, cultivating, soliciting and stewarding all grant activity
- Ensure all grantors to the League programs and projects receive appropriate follow up reports and stewardship
- Monitor timely reporting on all grants
- Serve as project manager for all restricted funds
- Manage the acknowledgment, receipting, and special correspondence for all gifts; prepare appropriate acknowledgement correspondence as needed
- Oversee fundraising operational systems in Raisers Edge and provide regular reports for monthly development committee and board meetings



Animal Welfare
League of Arlington

- Plan and oversee coordination of two annual large-scale fundraising events and 3-5 small scale events throughout the year
- Assist with social media and online promotion relating to donations and special events including Facebook, Twitter posting, website content management, and e-blast appeals and communications
- Collaborate with other staff members and provide support as needed on public funding opportunities
- Collaborate with the President/CEO to craft strategic plans for each funding stream and measures of success to ensure that AWLA meets annual and long-term fundraising goals
- Design donor cultivation plans to maximize giving potential of current donors and secure new prospects
- Develop and support implementation of tailored solicitation requests to individual donors and foundations

External Relations

- This position is required to interact directly with the public working at the front desk in customer service and adoptions, as well as dispatch animal control calls on a rotating basis with other staff members
- This position is required to be the point of contact via AWLA's emergency cell phone every few weeks on a rotating basis with other directors

Required Qualifications

- 5+ years of professional work experience, preferably in an Animal Shelter or in an Animal Care environment
- 3+ years in nonprofit development, grant writing and supervision
- Knowledge of standard association development practices
- Excellent customer service skills
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to engage and inspire a wide range of stakeholders
- Thorough understanding of strategic development with a track record of creating and implementing innovative solutions to meet pressing organizational needs
- Strong partnership-building skills with measurable success in developing creative and mutually beneficial business
- Significant experience working with a board of directors as a key partner in organizational advancement relationships within the public and nonprofit sectors
- Flexible schedule with the ability to work some evenings and weekends
- Bachelor's degree or equivalent experience
- Computer literacy, and Raiser's Edge proficiency

Desired Qualifications (helpful but not required)

- Experience in the fields of animal care or animal welfare
- Experience with "hands on" nonprofits
- Experience working with PetPoint



Animal Welfare
League of Arlington

Personal Characteristics

- Passion for the mission of Animal Welfare League of Arlington
- Ability to think analytically and problem solve, combined with a willingness to ask questions and work collaboratively
- Energetic, hard-working, and a team player
- Highly organized, and detail-oriented self-starter
- Positive, enthusiastic, professional image in representing AWLA, both internally and externally
- Discretion with confidential information

Travel Requirements

This position requires occasional travel in order to attend funder meetings and other community events.

Typical Physical & Mental Demands

Requires prolonged sitting or standing with some bending, stooping and stretching, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other office equipment. May be required to lift items and be physically active. Requires normal range of hearing and eyesight to communicate with volunteers, funders, and staff. Also requires flexibility to readily adapt to a changing environment.

Must be comfortable handling dogs, cats, and small companion animals.

Compensation

This is a full time, exempt, salaried position with medical benefits and vacation/sick time. Salary range is within the Society of Animal Welfare Administrators (SAWA) median range.

To Apply

Please submit the following application materials to Claudia West at jobs@awla.org with Director of Development in the subject line:

- A cover letter describing your interest in the position and relevant experience/qualifications
- Resume
- Please include salary history for the past three roles

Animal Welfare League of Arlington is an Equal Opportunity Employer, with a commitment to diversity in the workplace.

Applications will be considered on a rolling basis. Position will remain posted until filled. No phone inquiries, please.