

Job Title: Philanthropy Manager

humane
society
of charlotte



Reports To: Chief Philanthropy Officer

Schedule: Monday - Friday

FLSA Status: Exempt

Type: Full Time

Summary:

This position will manage components of the Humane Society of Charlotte's annual fund and sponsorship opportunities, while maintaining the vision, mission, priorities, strategic direction, and guiding principles of the organization. This position's responsibilities will include soliciting sponsorships and event vendors, while sustaining donor programs through the implementation of tactics to successfully cultivate, acknowledge, and retain donors as well as recruit new donors, in order to achieve desired fundraising goals. They will work closely with members of the Development team, members of the HSC program staff, volunteers, and members of the Board of Directors. This position is responsible for supervising the Gift Processing Associate and Philanthropy Coordinator.

Essential Duties and Responsibilities Include:

- Responsible for soliciting and maintaining relationships with Shelter sponsors, Event sponsors, and Event vendors
- Manage, plan and implement strategies to increase participation in the PAW-tamatic monthly giving program
- Manage all aspects of the direct mail program, in conjunction with direct mail provider
- Work with Marketing & Communications Manager on marketing materials and digital fundraising campaigns associated with the Direct Mail plan as well as other various holiday and targeted efforts
- Oversee and manage the Gift Processing Associate who provides department administrative support as it relates to monetary donations, database administration, and donor stewardship
- Oversee the Philanthropy Coordinator in their responsibilities with administrative duties, grants, and assisting the Event Manager.
- Conduct research, stay current, and think strategically on industry best practices in order to maximize giving potential of current donors and identify new ones
- Act as staff liaison (in conjunction with the Chief Philanthropy Officer) of the Advancement Committee which is a group of volunteers who assist the Development department with fundraising and marketing initiatives
- Identify and manage new ways of collecting donations in the new HSC Animal Resource Center

- Help recruit and manage department interns and provide regular, ongoing feedback, and training
- Promote integration and utilization of volunteers and interns to assist the Development department as needed
- Help recruit and manage department interns and provide regular, ongoing feedback and training
- Promote integration and utilization of volunteers and interns to assist the Development department as needed
- Create email communications for various programs using the Constant Contact email system
- Analyze reports looking at individual giving metrics and provide analysis throughout the year regarding donor activities in order to grow the mid-major donor segment
- Assist in coordination of donor events, receptions, and programs as needed
- Represent the organization at public events, on media, and at meetings as needed
- Perform special assignments and other duties as assigned when necessary
- Ensure the confidentiality and security of all donor information
- Embody and hold staff accountable for adhering to the Organization's mission, vision, philosophies, core values, and team behavior expectations

Knowledge, Skills & Ability:

- **Required:** Experience using a customer relationship management database (DonorPerfect preferred)
- **Preferred:** Bachelor's degree in fields related to Non-Profit Management, Resource Development, Marketing, Business or other related area
- **Preferred:** 3+ years in development/fundraising with donor cultivation management experience
- Knowledge of fundraising principles and techniques, direct mail appeals and donor prospecting
- Ability to connect with and build relationships with constituents
- Ability to analyze numerical data in order to make recommendations
- Ability to write and edit appeals, grants, newsletters, articles, etc.
- Self-motivated, well organized, detail oriented, and able to effectively work independently
- Team player with a positive attitude that has the ability to interface with all levels of staff and volunteers
- Goal oriented, committed to excellence and results
- Ability to work and make judgements independently and take initiative

- An exceptional ability to build/maintain relationships and foster collaboration with staff, external donors, partners, board members and volunteers
- Strong interpersonal communication skills required, as well as a high skill level in written and verbal communication
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment
- Comfortable interacting with dogs and cats
- Exemplifies and fosters a workplace culture of compassion, diversity, equity and inclusion
- Has a Valid Driver's License, reliable mode of transportation and good driving record
- Willing to work flexible hours as needed including evenings and weekends
- EOE

Work Environment:

- Exposure to high noise levels and odors when visiting the animal kennels
- The possibility of being exposed to fumes or airborne particles/toxic or caustic chemicals when visiting the animal kennels

Physical Demands:

- Must be able to lift/move up to 25 lbs.
- Must be able to be on their feet for extended periods of time at events
- Must be able to work long hours for certain events

I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: _____

Printed Name: _____

Date: _____