

Humane Society of Charlotte

Chief Philanthropy Officer

Position Announcement

March 2023



Humane Society of Charlotte

Position Profile: Chief Philanthropy Officer

Hiring Range: \$85,000 to \$110,000

Schedule: Monday – Friday or as needed per special events

The Role

The Humane Society of Charlotte seeks an experienced Chief Philanthropy Officer who will be goal-driven, an expert at building and maintaining relationships, and who will bring positive energy and humor to the workplace. The Chief Philanthropy Officer is a senior member of leadership team, orchestrating all philanthropic and marketing initiatives while working closely with the President/CEO, executive staff and board of directors. They will set the strategy and tone for fundraising and marketing and lead a development/marketing team of seven, guiding all fundraising/marketing initiatives focusing on comprehensive annual plans in order to maximize organization goals.

The Chief Philanthropy Officer plays a key role in the financial health and growth of the Humane Society of Charlotte. Their responsibilities include focusing on relationship-based fundraising and maintaining strong connections to existing individual and corporate investors while seeking out and engaging new donors and supporters to secure and expand HSC's fundraising potential. They are responsible for the management, supervision, and professional growth of the development/marketing team.

HSC is a private, 501 (c) (3) nonprofit, that relies on the generous support of animal lovers, grants, bequests, and fees for service. HSC is not affiliated with any other animal welfare organizations, and we do not receive government funding.

HSC Background

For more than 40 years, the Humane Society of Charlotte has been working toward our mission to champion the wellbeing of companion animals and strengthen their bond with people who know, love and need them. In 1986 HSC opened the first low-cost spay/neuter clinic in the southeast United States. In 2017 we launched a capital campaign to build a new state of the art facility and in 2022 we reached our capital campaign goal of \$15 million and opened our doors in June. We now have an expanded adoption center, spay/neuter & wellness clinic, and education center that allows HSC to become more easily accessible to the community and provide a safe space where all people are welcome and treated with the upmost care and respect. At HSC it is our foundational belief that people will make good decisions for animals when they are treated with kindness and understanding, and when they have enough information and resources.

In 2022, HSC has been fortunate to receive the support of 10,793 donations both monetary and in-kind. It was our annual goal to raise over \$3.05 million in operational funding and far exceeded our goal by raising over \$3.78 million. Our development team currently hosts 5 major events each year including Pet Palooza and Ties & Tails Gala, as well as numerous private and third-party events raising close to \$600,000. HSC relies heavily on our community for support and could not be where we are today without them.

Commitment to the Community & DEI

It is the community vision of HSC to have a future when all companion animals have the support, care, and human connections needed to live healthy, rewarding lives.

The Humane Society of Charlotte is a community resource committed to delivering effective, innovative services that strengthen the human animal bond and improve the lives of companion animals and the people who care about them. Our vision is for Charlotte to be a humane community, for animals and people and one in which all live together harmoniously.

While many view HSC as an animal centric organization, our intent is to positively impact people and animals. As a non-profit built on the belief that all people are equally deserving of the love and companionship of a pet, HSC's work is rooted in compassion and equity.

Within our work and in adherence with our vision and mission, we are committed to exemplifying humane behavior and believe there is no place for hate, intolerance, discrimination or racism. We stand solidly with those who seek systematic change, racial justice, and a social fabric that embraces everyone equally.

As animal welfare professionals, we must always remember to keep the human in humane. Hate has no place in the humane society we are fighting for.

Essential Duties and Responsibilities

- Create and manage the annual development budget and devise fundraising strategies in order to maximize efficiency and meet fundraising objectives
- Strengthen current funding from private sources and be relentless in developing new and more diverse sources of revenue with an emphasis on major gifts
- Initiate, cultivate and ensure lasting relationships with donors guiding them through a cycle of continued support to enhance short and long-term funding needs
- Raise the profile and maintain the strong reputation of the Humane Society of Charlotte through enhanced community partnerships
- Oversee strategic plan initiatives as they relate to development and marketing and work with the CEO on the creation of new tactics in order to achieve desired results
- Manage the development and marketing team ensuring their various goals and objectives are being met in conjunction with the organization's overall strategic plan
- Actively manage major gift donors including stewarding and soliciting for charitable contributions
- Oversee major gift process, to include follow up reporting and ensuring stewardship calls are being made by the Board of Directors
- Manage the planned giving legacy society including onboarding of new members, educational initiatives related to the program as well as stewardship activities for current members
- Design and cultivates a variety of recognition activities and programs in conjunction with the donor engagement calendar
- Coordinate involvement of staff, President/CEO and board members in donor solicitation and recognition activities
- In conjunction with the Philanthropy Manager, work closely with department heads and program staff to make certain that fundraising requests match program needs and make recommendations on opportunities to engage donors in order to meet needs

- In conjunction with the President/CEO and Board Chair, assists board members in developing individual action plans and goals to meet their annual board commitment
- Report fundraising status for inclusion in the monthly board package and all-staff meetings
- Monitor key fundraising trends and analyze data in order to maximize constituent engagement and make recommendations
- Direct all traditional and social media marketing initiatives from strategy to deliverables in conjunction with the Marketing & Communications Manager
- Serve as one of the public representatives of the organization, effectively communicating mission, focus and needs to the public, sponsors and media
- Provide direction and support of the Special Events Manger in the planning and implementing of all HSC special events and projects and evaluate current and future events to maximize resources
- Coach staff by providing regular, ongoing feedback and timely performance evaluations and develop annual goals for the team that include timelines, procedures and accountabilities to be accomplished in meeting future plans and objectives
- Provide excellent customer service to all staff, volunteers, donors and visitors

Qualifications & Expectations

Experience:

- Bachelor's degree required, CFRE preferred
- Minimum seven years of non-profit fundraising management experience
- Experience with developing and maintaining productive working relationships with board members, donors, volunteers, and staff
- Working knowledge of MS Office, database management software, web and social media savvy

Skills:

- Excellent fundraising techniques and implementation of industry best practices
- Ability to work with a wide diversity of individuals and commitment to diversity, equity and inclusion
- Self-motivated, entrepreneurial, well organized, detail oriented, and able to effectively work independently and within a team framework
- Goal oriented, committed to excellence and results
- Strong interpersonal skills required, as well as a high level of skill in written and verbal communication
- Must be energetic with a great sense of humor
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment
- Must be comfortable interacting with dogs and cats
- Must have a valid driver's license, reliable mode of transportation and good driving record
- Must be willing to work flexible hours, including evening and weekends as needed
- Enthusiasm for the mission of the Humane Society of Charlotte
- EOE

Compensation

\$85,000 - \$110,000 per year, compensation commensurate with experience and ability

HSC includes competitive benefits including medical, dental & vision coverage of 96%, complementary Life and Disability Insurance, FSA, 401(k) with discretionary match, Employee Assistance Program, Professional Development Assistance, and generous PTO and paid leave.

HSC also offers multiple benefits for your pet including adoption, pet food, wellness care, training classes and pet insurance discounts as well as paid pet bereavement leave.

To Apply

Visit our careers webpage: [Charlotte Animal Jobs and Careers | Humane Society of Charlotte](#)

Here you can learn more about our benefits, culture, and FAQ's.