



DEVELOPMENT MANAGER JOB DESCRIPTION

WAGE RANGE: \$25-\$37.50/hour

REPORTS TO: Executive Director

POSITION OVERVIEW: With a passion for animal welfare and expertise in community relationship building, the Manager of Fund Development leads efforts to advance the mission of Tri-County Humane Society (TCHS). Collaborating closely with the Executive Director, this position is instrumental in identifying, cultivating, soliciting, and stewarding donors while fostering a culture of philanthropy to meet annual fund goals. The role manages all aspects of annual fund initiatives, fundraising events, and appeals.

BUDGETARY RESPONSIBILITIES: Goals include income and expenses related to solicited donations, grants, and fundraising events.

KEY RESPONSIBILITIES:

A. Donor Development and Stewardship:

1. Identify prospective donors through strategic outreach utilizing board members, existing donors, volunteers, adopters, social media, etc...
2. Cultivate and build relationships with prospective donors, creating multiple touchpoints with prospects, providing information about your organization's work, and getting to know each prospect personally.
3. Solicit donors based on their affinity and capacity, providing a variety of giving opportunities to suit their philanthropic goals in conjunction with the shelter's needs.
4. Steward top donors who are critical to the shelter's annual fund efforts with invitations to tour the shelter, conversations over coffee or lunch, and personal home visits.
5. Track donor interactions in donor database and pull reports regularly to monitor moves management progress.
6. Ensure timely and accurate recording and acknowledgment of all donations and gifts.
7. Manage donor acknowledgment efforts, including thank-you cards, calls, gift receipts, annual gift reports, donor recognition in newsletters, annual report publications, digital recognition, and sponsor recognition.
8. Oversee donor programs such as annual kennel sponsorships, shelter naming opportunities, and monthly giving initiatives (Constant Companions).

B. Fundraising Events and Campaigns:

1. Plan, coordinate, and execute annual fundraising events, such as Wine, Kibbles & Bids, Woofstock Companion Walk and Santa Paws.
2. Develop and manage fundraising event committees, seeking input and assistance to ensure successful events.
3. Manage event contracts, waivers, and insurance requirements and ensure compliance with event vendors.

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4. Identify opportunities for community partnerships such as third-party hosted fundraising/friend-raising events and facilitate communication between community partners and shelter team members to ensure marketing and volunteer needs are met.
5. Keep event supplies organized, properly labeled, and stored neatly for easy access.

C. Grant Research and Reporting:

1. Maintain a grant schedule with annual grant opportunities for the marketing and communications team to write, being mindful of deadlines.
2. Research and submit new grant opportunities to the leadership team to identify grants worth pursuing.
3. Review, edit and submit grants in a timely manner.
4. Manage grant reporting.

D. Donor Database Management:

1. Maintain and develop the Bloomerang Donor Database for efficient tracking and reporting.
2. Oversee scheduling and production of direct mail and email solicitation campaigns.
3. Evaluate and select donor and acquisition lists for solicitations.
4. Prepare detailed monthly fund development and donor reports, including annual report contributions.

E. Community Engagement:

1. Represent TCHS at community events and with local organizations, including the St. Cloud Chamber, to foster advantageous partnerships.
2. Seek opportunities to connect with businesses, vendors, and individuals to promote TCHS initiatives.

LEADERSHIP:

1. Exhibit strong leadership skills and provide guidance to teams and committees.
2. Utilize a collaborative approach, seeking input and feedback from the leadership team and event committees both before and after events.
3. Identify gaps with needed skill sets and work with direct report to gain needed training.

PROBLEM-SOLVING/DECISION MAKING:

1. Be able to make decisions independently while leveraging collaboration when appropriate.
2. Employ creative problem-solving techniques to improve efficiency and effectiveness.
3. Continuously seek improved, more effective, and efficient methods and/or technologies for development work; offer suggestions for improvement.

FUNCTIONAL AND TECHNICAL SKILLS/ABILITIES:

1. Proficient in required technologies such as the shelter's donor management system, donor communication systems, Microsoft Office, OneDrive, etc.
2. Able to manage and prioritize multiple projects or tasks at a time
3. Able to work well under pressure and meet deadlines
4. Excellent written and spoken communication skills
5. Excellent spelling and grammar

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6. Efficient and task-driven
7. Excellent organizational skills and attention to detail
8. Strong analytical and problem-solving skills

INTERPERSONAL SKILLS:

1. Professional and respectful in nature with an elevated level of integrity
2. Friendly, approachable, a “people person” who is well received by others
3. Exceptional verbal, listening, and written communication skills
4. Able to handle difficult or demanding situations calmly with tact, diplomacy, and patience
5. Collaborative and welcomes feedback
6. Uses discretion and good judgment in handling sensitive and/or confidential information

QUALITY AND PERFORMANCE:

1. Deliver high quality work with minimal errors
2. Continually develop donation revenue sources and events to meet or exceed budgetary responsibilities

EDUCATION AND EXPERIENCE:

1. Bachelor’s degree, preferably in nonprofit development, public relations, or communications
2. Proven experience in fundraising, donor relations, and event management
3. Minimum three years’ experience in nonprofit fund development work

PHYSICAL REQUIREMENTS:

1. Must be able to work with and around animals
2. Must be able to sustain prolonged periods at a desk working on a computer
3. Must be able to sustain prolonged periods standing and moving about during fast-paced events
4. Must be able to lift up to 30 pounds

Employee Signature _____ Supervisor Signature _____

Printed Name _____ Printed Name _____

Date _____ Date _____

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