



West Suburban Humane Society

DIRECTOR OF DEVELOPMENT

Overview:

The West Suburban Humane Society (WSHS) is a volunteer-based, animal welfare organization that was founded in 1972 as a lost-and-found referral service. Today, it serves a seven-county area including DuPage, Cook, Kane, Lake, Will, Kendall, and McHenry counties. Its administrative offices are located at 1901 W. Ogden Avenue, Downers Grove, IL 60515 and its new administrative center is currently being built directly adjacent on the same property.

A dedicated volunteer base of over 500 individuals and the retained service of several veterinarians allows us to save the lives of and give 600 homeless animals new homes each year. Every animal that is brought to our shelter receives whatever type of veterinary care that is needed. We continue to reunite lost animals and their families by maintaining a database with information on over 33,000 pets and their owners, and by providing free pet identification tags. Additionally, we provide microchip pet identification implants for every animal that is adopted from us. We will take back any animal, at any time, if the adopter is no longer able to care for it. We are in the process of expanding several programs and developing new ones like our Humane Education Program.

Responsibilities:

The Director of Development of WSHS is responsible for organizational philanthropy and overseeing donor relationships among key constituencies, with a significant emphasis on completing a \$1.8 million capital campaign with an end date of December 2020. The Director initially will report to a Campaign Steering Committee while the Executive Director focuses on the new building's physical construction and ongoing program operations until the building's physical completion; after which the position reports to the Executive Director. The Director will help coordinate the fundraising efforts of staff, volunteers, a board of directors and campaign committee members. For the next approximately 12 months the Director will work remotely during building construction.

The Director of Development is a generalist position but will bring a focus to major and planned gift opportunities and foundation grants. The individual holding this position is primarily responsible for cultivating a constituency of individual and institutional donors in support of the programs and services of WSHS. Using multiple strategies and methods, this person should position WSHS with key donor audiences, build new constituencies and elicit increasing support.

The Director of Development will coordinate all aspects of the e-Tapestry donor database management, oversee social media presence, prepare and implement email campaigns and assist with events as needed.

The Director of Development is responsible for providing leadership in fundraising, working with contracted marketing and communication vendors, and working with campaign strategic counsel. Job emphasis will be on solidifying and enhancing fundraising functions, growing the organization's development presence in communities it serves, and expanding the number of those committed to the WSHS mission, as demonstrated through new, renewed, and increased contributions.

Qualifications:

The ideal candidate will have:

- An undergraduate degree and five to seven years of professional experience, including some at a senior level in development.
- Demonstrated success in designing and implementing strategies to reach new donor audiences, and increasing constituency commitment, involvement and support.
- Knowledge of and experience in multiple development techniques, including direct marketing, annual giving, special events, corporate/foundation relations, major donor cultivation/relationship management and planned giving strategies.
- Strong verbal and written communications skills; ability to communicate effectively with a diverse set of audiences; public speaking/presenting skills.
- Commitment to the mission, vision, values, and goals of WSHS and being passionate about its work; ability to model those values in relationships with colleagues, partners, and constituents.
- Ability to work closely, collegially, and productively with other members of the organization.
- Able to partner with and guide the Executive Director and volunteer leaders in meeting with major donors and securing major gifts to the organization.
- Leadership to inspire, motivate, and work with staff and volunteers dedicated to achieving the goals of the organization.
- Personal attributes that include self-motivation, assertiveness, confidence to lead, desire to make a difference, ability to set goals and work independently.
- Valid driver's license and automobile.
- Creative spirit, sense of humor.

Salary: Competitive and commensurate with experience

Benefits: BCBS health plan 70% premium employer paid, 2 weeks vacation, flex schedule

Nominations/Applications: For confidential consideration, please forward cover letter, salary requirements and resume to:

David T. Schreier
President
David Schreier Associates
E-mail: David@DavidSchreierAssociates.com

No phone calls