

Chief Development Officer

Organization:	Placer SPCA
Date Posted:	1/10/2023
City:	Roseville
Location:	California
Country:	United States
Primary Category:	Development
Type of Position:	Full-Time
Experience Requirement:	3-5 years

We invite you to join our team of dedicated staff, engaged board members, amazing volunteers, valued donors and committed corporate partners in our mission to enhance the lives of companion animals and support the human-animal bond.

POSITION SUMMARY

The Chief Development Officer (CDO) reports to Placer SPCA's Chief Executive Officer (CEO), serves on the senior leadership team, and is the lead fundraiser for the organization, a private, independent nonprofit which serves the animal welfare needs throughout Placer County, CA. Working out of the Roseville Adoption and Education Center, the primary work of the CDO is to nurture, sustain, and grow major and planned gifts while also overseeing the department's efforts toward a robust annual giving program, corporate investments, and grants. Through prospect research, cultivation, solicitation, closing gifts, and stewardship, the CDO leads the department in continually deepening relationships with new and existing donors, foundations, and referring advisors. In addition, the CDO will collaborate with campaign consultants to lead the implementation of the current capital campaign. The CDO works closely with the CEO, Board of Directors, staff, and volunteers to lead them in fund development activities that support the organization's annual operating budget and capital campaign.

KEY RESPONSIBILITIES

1. Lead Placer SPCA's efforts to develop and execute a comprehensive fundraising strategy, determine donor cultivation priorities, and expand the donor base to support the organization's mission and anticipate new opportunities for revenue growth.
2. Meet or exceed development and fundraising goals via individual performance and that of direct reports.
3. Provide department leadership, including hiring, training, supervising, motivating, evaluating, and managing the performance of assigned staff.
4. Actively manage a portfolio of donors soliciting major gifts (\$1,000 and greater) from individuals, businesses, and foundations and working to move existing donors to higher levels of giving.
5. Partner with the CEO and Board Members, serving as a resource and actively engaging them in critical fundraising activities to build the donor pipeline, steward donors, and secure gifts.
6. Manage and enhance planned giving, establishing relationships and working with CPAs, financial advisors, and institutions to provide donors with information on giving options.
7. Oversee research, preparation, and submittal of grant opportunities congruent with Placer SPCA's needs and objectives.
8. Build community awareness of Placer SPCA, developing and implementing strategies to engage the community and donors through special events, program updates, targeted touchpoints, and communications.
9. Oversee all operational aspects of fundraising and donor relations including reporting, stewardship, database management, and financial accounting in partnership with the Chief Executive Officer.
10. Participate in preparing materials for donors and prospects including proposals, solicitations, mailings, newsletters, stewardship reports, and other materials as needed.
11. Stay up to date on current trends and issues in philanthropy.
12. Maintain accountability and ensure compliance with all relevant regulations and laws, as well as the code of ethics for fundraising professionals.
13. Embrace and model a culture of philanthropy to connect all Placer SPCA employees to the fulfillment of the organization's mission and goals.

QUALIFICATIONS

The CDO will be an enthusiastic fund development strategist and frontline fundraiser who has a genuine commitment to animal welfare, a passion for the mission of Placer SPCA, and is eager to develop and motivate donors, prospects, staff, and volunteers to achieve fund development goals. In addition, they will possess the following experience, skills, and personal attributes:

- Demonstrated fundraising experience with a proven record of success managing a portfolio of donors and raising major gifts (\$1000 and above).
- An established background in originating and coordinating successful individual, corporate, grant, and planned giving fundraising strategies, including a commitment to the full donor cycle.
- Knowledge of and experience in planned giving. Understanding of complex charitable gifts such as deferred giving, charitable remainder trusts, gift annuities, wills, and bequests, is desired.
- Ability to work with and help involve present and former board members and volunteers in identifying, cultivating, and soliciting donors.
- Demonstrated skills to communicate in an engaging manner with diverse external and internal audiences through written, oral, and interpersonal means.
- Able to understand, synthesize, and analyze technical data and reports to make recommendations, establish priorities, and set goals.
- A motivated, independent, self-starter with proven leadership skills to build and coach a high performing development team focused on meeting goals and providing a high level of service to donors.
- Innovative, creative, and adaptable when working with donors, staff, and other stakeholders.
- Highly organized and decisive in managing competing priorities, anticipating needs, and responding to unanticipated events while continuing to meet deadlines.
- Possess a high level of integrity, shows discretion, and ability to maintain confidentiality when dealing with sensitive information.
- Strong understanding of relationships within the local communities served by Placer SPCA and/or the ability to develop new relationships quickly.
- Enjoys connecting in the community and is passionate about introducing Placer SPCA to new audiences.
- Proficient in Microsoft Word, Excel, and PowerPoint; background in fundraising software and/or other CRM.
- Ability to establish and maintain collaborative relationships across the organization.
- Bachelor's degree or equivalent experience with professional training in fundraising, marketing, and/or public relations.
- Valid California driver's license with good driver history and proof of insurance.

WORK LOCATION & SCHEDULE

This is a full-time position that works out of the Placer SPCA office in Roseville, CA. Given the nature of the work, evening and weekend work is required to attend Board of Director, donor, and community meetings and events. Work is primarily in-person, with the flexibility to occasionally work remotely.

SALARY & BENEFITS

The salary range is \$110,000 - \$125,000 plus benefits including generous medical, dental, and vision coverage; paid vacation, sick, and holiday time; long-term disability; life insurance; and employer matching retirement plan. In addition, the CDO will regularly enjoy the great satisfaction of witnessing how their efforts make a difference in the lives of companion animals and the people who love them.

APPLICATION PROCEDURE & TIMELINE

Please submit your resume and a cover letter (we are excited to hear why you feel this position is an excellent fit for you!) to **XXX**.

Applicant screening will be ongoing and will continue until the position is filled.

ABOUT PLACER SPCA

For nearly 50 years, the Placer SPCA has played a vital role in Placer County by reuniting lost pets with their owners, enabling struggling families and individuals to keep their pets when times are tough, and matching homeless pets with those searching for a companion. What was created in 1973 through the compassion of a group of volunteers has become a best-practice model for animal care and welfare in our community. Today, the Placer SPCA is supported by more than 700 volunteers who donate over 50,000 hours annually.

Placer SPCA is the largest and most comprehensive nonprofit animal welfare provider in Placer County, helping thousands of families and animals through its educational programs, spay and neuter services, medical care, and by connecting pets with their forever homes. Key initiatives include animal adoptions, the Guardian Angel Program to cover medical expenses for sick and injured animals, the Pet Food Pantry, the SOS Program to keep companion animals and their families together, SNAP (spay/neuter assistance program), low-cost vaccine and microchip clinics, and behavior training resources.

As Placer County has grown, so has the demand for Placer SPCA's services. In 2018, with the opening of a new, best in animal welfare practices Adoption and Education Center, the organization completed Phase I of a long-term plan for creating a holistic, comprehensive, and compassionate model for animal care and welfare. Now, based on the resounding success of the "Imagine the Pawsibilities" campaign and the incredible facility it enabled, Placer SPCA is launching Phase II of its long-term campus plan: a fully equipped Veterinary and Foster Care

Center, which will offer expanded veterinary services for animals in the care of Placer SPCA, as well as wellness care for pets belonging to community members.

Please visit our website for additional details on our programs and impact: placerspca.org.

Placer SPCA is an Equal Opportunity Employer.