



# Berkeley Humane

**Position Title:** Interim Director of Development & Communications

**Department:** Development

**Reports to:** Executive Director

**Salary Range:** DOE

**Classification:** Full-time temporary (May-October 2021)

**FLSA Status:** Exempt

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**SUMMARY:** The Director of Development & Communications works closely with the Executive Director to plan and execute corporate, foundation, individual donor, and charitable planned giving programs. This position is responsible for creating and implementing Berkeley Humane's fund-raising and marketing strategy, creating best practices, and driving all development and public relations efforts of the organization including major gifts, special events, major donor cultivation and solicitation, foundation and corporate relations, and planned giving.

**WORKING RELATIONSHIPS:** Member of the organization's leadership team, provides direct supervision to the Marketing Manager, Prospect Research & Development Analyst, Digital Fundraising Manager and contract grant writer.

## **DUTIES & RESPONSIBILITIES:**

- Raises operating revenue for the organization, including new and established campaigns. Activities include prospecting, researching, communication with departments and staff, and appropriate volunteer committees and board of directors. Prospects include renewal donors, corporations, foundations, and individuals.
- Cultivates and solicits charitable contributions from individuals, corporations, and foundations. Personally participates in major gift activities requiring direct contact with donors. Oversees major gift process, to include follow-up reporting with volunteers, ensuring calls are being made.
- Plans and executes major and minor fundraising events with support from volunteer leadership committees.
- Plans and implements ongoing program to cultivate planned gifts including recognition programs for donors who have remembered Berkeley Humane in wills and bequests.
- Assisted by contract grant writer, researches and writes foundation / grant funding proposals.
- Oversees direct marketing program with support from contracted vendor.
- Directs and supervises development and marketing staff and volunteers in the performance of their respective responsibilities within the department.
- Coaches staff by providing regular, ongoing feedback and timely performance evaluations.
- Provides guidance, direction, and resolutions for departmental problems or staff, or donor issues. Maintains a professional fund raising and community relations staff by providing training and motivation in a teamclimate.

## **EDUCATION AND EXPERIENCE:**

1. Bachelor's degree required with at least 5 years of experience in development in a non-profit environment.
2. Proven success in areas of individual and corporate giving as well as grant writing and funding.
3. High-energy, outgoing, team player, with a passion for animal welfare.
4. Documented marketing, social media, and event management experience.

## **SKILLS AND REQUIREMENTS:**

1. Excellent fundraising techniques.
2. Ability to analyze revenue trends and explain results and make recommendations.
3. Ability to communicate verbally and in writing.
4. Excellent organizational skills; ability to prioritize and meet deadlines.
5. Ability to motivate fundraising and marketing team and work collaboratively with other departments.
6. Proficiency in computer applications (MS Word, Excel, Publisher, PowerPoint, and databases).
7. Knowledge of animal protection issues and commitment to the objectives of the organization.

**PHYSICAL DEMANDS:** This work is performed in office and shelter surrounding; requires workers to walk or stand for long periods; lift and carry up to 50 pounds; climb stairs; bend; reach; hold, grasp, and turn objects; and use fingers to operate computer keyboard. The work requires the ability to speak normally and to use normal or aided vision or hearing.

**COMPENSATION:** Berkeley Humane offers a competitive salary commensurate with experience, plus a generous benefits package, which includes medical, vacation, sick leave, and holidays.

**TO APPLY:** Please submit a cover letter, resume, and salary requirements via email to [jobs@berkeleyhumane.org](mailto:jobs@berkeleyhumane.org). Your documents must be in Word or PDF format to be considered.

**Berkeley Humane is an equal opportunity employer**