

Job Title:	Development Officer, Major Gifts/ Planned Giving	Location: Healdsburg and Santa Rosa
Department:	Development	Hours: 40 hours/ wk
FLSA Classification:	FT Exempt Salary range: \$55,000-\$60,000	Reports To: Development Director

SUMMARY

- The Development Officer, Major Gifts/ Planned Giving (DO) will cultivate and grow financial support to benefit the Sonoma Humane Society's programs and services for animals.
- The DO's primary focus will be to develop and implement a robust strategic major gift and planned giving program that encourages donor engagement and solicits meaningful gifts.
- The DO will be an active member of the Development Team, assisting and collaborating on a variety of fundraising activities, outreach events and development projects.
- The position will be based at the Healdsburg Center for Animals with a focus on cultivating donors in support of the Sonoma Humane Society and the Healdsburg Center for Animals.

DUTIES AND RESPONSIBILITIES

- Proactively identify, cultivate, engage and solicit prospective and current donors in support of the organization's mission and programs with a focus on increasing major and planned gifts.
- Provide current and prospective donors with education and resources to establish planned giving.
- Adhere to the highest ethical standards; demonstrate empathy and care for the animals and mission of SHS.
- Collaborate and engage with the Development Staff Team, Board of Directors, SHS staff and volunteers.
- Perform other duties as assigned.

Supervision:

This position reports directly to the Director of Development. In their absence, this position reports to the Executive Director.

KNOWLEDGE, SKILLS, AND ABILITIES

List any required knowledge, skills, or abilities to perform the job duties.

- Ambitious, persistent, collaborative, with a strong work ethic.
- A deep, broad knowledge of development best practices, including identifying, qualifying, and developing relationships with high value donors and prospects.
- Working knowledge of planned giving strategies and the ability to educate and inform donors about appropriate giving vehicles (such as endowments, donor advised funds, bequests and deferred gifts) as well as a demonstrated interest in inspiring and facilitating planned gifts.
- Must demonstrate self-motivation, responsibility, excellent interpersonal skills, and the ability to handle multiple tasks in a fluid environment.

- Demonstrate superior customer service skills, both internally and externally.
- Adaptable and able to work independently and with a team.
- Strong planning skills and ability to prioritize tasks to achieve goals in a timely manner.
- Sound judgment and discretion in handling confidential information.
- Ability to communicate confidently and effectively.
- Strong public speaking and presentation skills.
- Familiarity with Planned Giving and Event Planning.
- Familiarity with Raiser's Edge donor management system preferred.

QUALIFICATIONS

- Bachelor's degree/commensurate experience to include a minimum of 3 - 5 years' experience in a non-profit organization with a successful fundraising track record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

What is required physically to do job – tools, machinery, equipment, lifting, etc

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit at a desk for significant periods of the day.
- Must be able to do phone or computer work for blocks of time.
- Must be able to communicate effectively (speak and listen).
- Must be able to lift and move paperwork and files, up to 30 pounds.
- While performing the duties of this job, the employee is regularly required to sit; stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear.
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work environment:

Usually quiet, with some exposure to moderate noise levels (such as barking dogs, ringing phones).