



Animal Allies Humane Society

Job Title: Major Gifts Coordinator

Status: Part-time (32 hours per week)/Non-Exempt

Reports To: Executive Director (ED)

Date: January 2023

ORGANIZATION

Animal Allies Humane Society (AAHS) is a ground-breaking, regional humane society serving northeastern Minnesota whose mission is to provide a loving home for every pet by reducing overpopulation, increasing adoption and fostering humane values.

Founded in 1958, the Duluth, Minnesota-based nonprofit organization operates an animal shelter and humane education programs that serve more than 2,000 animals and 16,000 people per year. In 2009, the organization opened a new shelter that more than doubled adoptions.

With an annual operating budget of 1.8 million, the organization is staffed by full-time and part-time employees, funded by 4,000 financial supporters and robust fee-based programs, supported by more than 230 volunteers and governed by a 12-member Board of Directors. The organization owns and operates a \$3.5 million 12,000 square foot animal shelter.

SUMMARY

Pioneering regional humane society serving northeastern Minnesota seeks a Major Gifts Coordinator reporting to the Executive Director and partnering with key staff to plan and lead our major giving program. As a leader in the organization, the Major Gifts Coordinator is responsible for individual private donations above \$1000 and will cultivate and retain current donors, re-engage lapsed donors and prospect for new donors. The Major Gifts Coordinator must support a team-based, animal-focused and customer-focused service model and share the philosophy of an organization dedicated to eliminating euthanasia of healthy animals in the Duluth area.

This job description is not a contract of employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but not limited to:

- Develop, lead and promote an effective major giving program for gifts above \$1000.
 - Increase donations revenue.
 - Develop a donor solicitation strategy for major gift prospects.
 - Cultivate relations with donors, volunteers and stakeholders to promote major gifts.
 - Increase circle of influence and maintain organizational relationships through networking opportunities. (Duluth Area Chamber of Commerce, etc.)
 - Facilitate and oversee individualized donor recognition - Thank yous, telephone calls, visits, cards, mailings and in house recognition.
 - Recognize significant donations and donor milestones and notify ED.
- Develop, execute and promote an effective planned giving program.
 - Increase planned/deferred gifts and bequests revenue.
 - Build, nurture, and cultivate relations with donors, volunteers and stakeholders and assist them in accomplishing their philanthropic goals by promoting AAHS planned/deferred gifts and bequests.
 - Establish and manage relationships in an evolving portfolio of prospects and donors.
 - Gather data, assess prospects, and develop comprehensive long-range and short-term strategies designed to realize current planned and lifetime giving potential of individual prospects.
 - Facilitate and oversee planned gifts and bequests recognition - Thank yous, telephone calls, visits, cards, mailings and in house recognition.
 - Recognize significant planned/deferred gifts and bequests and notify ED.
 - Oversee FreeWill communication, tracking and reporting.
- Prepare written materials, including correspondence, solicitation materials, acknowledgements and regular communications as part of the cultivation and stewardship program. Prepare marketing materials and brochures. Prepare and review documents for planned/deferred gift and bequest opportunities.
- Track, report and assess major gift fundraising metrics.
 - Maintain accurate and detailed records of pertinent communications and contact reports following prospect and donor engagements within the DonorPerfect database.
 - Process and keep track of bequests and estates.
 - Prepare and maintain regular donor reports, statistics and trends for the Board of Directors, Executive Director and Development Team.
- Represent AAHS at functions, events and meetings as needed.

QUALIFICATIONS & REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodations. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Bachelor's degree or equivalent work experience.
- Minimum of 2 years professional fundraising experience or related work experience at a non-profit organization.
- A proven track record of success in achieving goals and fundraising metrics.
- Experience in developing a strategic plan for soliciting and securing gifts from private sources or the equivalent in customer/client relationships.
- Demonstrated knowledge of development/fundraising concepts and techniques.
- Excellent interpersonal, communication and organizational skills.
- Ability to work cooperatively and effectively with donors, volunteers, and development staff.
- Maintain ethical standards consistent with fundraising professionals code of conduct.
- A self-starter; able to work independently.
- Ability to adapt and respond to various situations.
- A passionate commitment to the AAHS mission and vision statement.
- Demonstrated proficiency in Google Workspace, social media networks and experience with donor management and fundraising software preferred.
- Must be able to collaborate with staff and the community by thinking outside the box to create/maintain AAHS as a cutting edge facility and create innovative programs to sustain the shelter for the future.
- Uphold the highest standards of professional and personal accountability and integrity.
- Ability to strengthen organizational finances by entrepreneurially maximizing income and prudently managing expenses.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations.

Individuals may need to sit or stand as needed. This position may require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting is required to store documents or materials. Proper lifting techniques required.

WORK ENVIRONMENT

In the performance of this position, you will occasionally be exposed to animal shelter areas, interactions with domestic animals of varying temperaments and cleaning/disinfectant chemicals. This will require you to use provided personal protective equipment such as: safety glasses with side shields, protective gloves and hearing protection. The use of this and any other protective equipment is mandatory.

For the most part you will find ambient room temperatures, lighting and traditional equipment as are found in a typical Animal Care and Control facility or Animal Shelter.

Signature_____ Date_____

Executive Director _____ Date_____