



pasadena humane society & spca

Director of Major Gifts

FSLA Classification
Full Time, Exempt, Tier 4

REPORTS TO: Vice President of Development

DIVISION: Development

DEPARTMENT: Development

PROGRAM: Major Gifts

JOB DESCRIPTION

Summary/Objective

Managing the Pasadena Humane Society & SPCA (PHS) major gift and planned giving programs.

Supervisory Responsibilities: None

Job Duties and Responsibilities:

- Manage the development and implementation of strategies for the identification, cultivation, solicitation and stewardship of major donors and planned giving prospects.
- Collaborate with development, board and volunteer teams on donor strategies including cultivation and stewardship.
- Management and administration of planning giving program.
- Manage and expand major donor and planning giving societies, which includes: writing associated marketing materials, maintaining donor lists, coordinating major donor recognition and benefits.
- Maintain a portfolio of over 100 major donors with revenue goals and contact metrics.
- Monitor, evaluate, and report on progress towards meeting goals.
- Serve as the staff liaison to outside groups as assigned.
- Create custom donor communications, develop proposals and negotiate complex gifts while conveying knowledge and familiarity with organization's programs and services.
- Research and develop major donor prospects.
- Oversee all cultivation and stewardship events from the conception stage to event follow-up strategies and cooperate with Director of Special Events on event details.
- Schedule, coordinate and lead donor tours of the facilities.
- Coordinate and participate in speaking engagements to donor groups.
- Convey the organization's mission to the community, donors and volunteers while maintaining tact, diplomacy and confidentiality.
- Record contacts into database, maintain accurate donor records and up-to-date major donor/planned giving files.
- Maintain a level of excellence with donor relations at all times.



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- Remain up-to-date on current major gift and planned giving fundraising trends while embracing fundraising best practices.
- Meet annual productivity and performance expectations.
- Follow organization-wide branding efforts.
- Attend and assist with organization events as needed.
- Follow and adhere to annual Development Plan.
- Assist department in securing new donors, Community Partners, event sponsors, in-kind donors, etc. as needed.
- Submit expenses for approval and collaborate with department staff to meet annual expense budgets.
- Special projects as assigned.
- Oversee and schedule volunteers as needed.
- Subscribe and adhere to AFP's Code of Ethical Principles and Standards, promote the Donor Bill of Rights, and maintain donor confidentiality at all times.
- Participate in PHS safety goals.
- Other duties as assigned.

Requirements and Qualifications

- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must come to work regularly and on time, follow directions, take criticism, get along with coworkers and supervisors, treat coworkers, supervisory staff, members and guests with respect and courtesy, and refrain from abusive, insubordinate and/or violent behavior.
- Must be able to work independently with minimal supervision.
- Ability to lift up to 50lbs.

Skills and Qualifications:

- Must have at least 3 years of major gifts experience in a non-profit organization.
- Extensive demonstrated success with securing major gifts including some demonstration of six and possibly seven-figure gifts.
- Demonstrated working knowledge of planned giving strategies and principals.
- Highly skilled at relationship building.
- Demonstrated high level of skill with negotiation and problem solving.
- Knowledge and experience with giving societies is a plus.
- Highly comfortable with public speaking, giving presentations and face-to-face donor solicitation.
- The ability to represent the organization and interface with all levels of staff, volunteers, and donors, while maintaining tact, poise, diplomacy and confidentiality.
- Strong initiative, determined and goal driven.
- Active listening skills are a must.
- Excellent verbal, written and interpersonal communication skills.



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- Excellent computer skills, including competency with databases, Microsoft Excel, Power Point and Word. DonorPerfect and Blackbaud Luminate skills are a plus.
- Ability to inspire and motivate others.
- Demonstrated prospect research skills.
- Ability to prioritize workload and flexibility of schedule to allow for after-hours events/meetings.
- Ability to work and thrive in a fast paced environment with shifting priorities.
- Ability to work independently and be self-motivated to initiate contacts with donors, as well as the ability to contribute as a productive member of the team.
- Empathy and compassion for all animals and people is a must.
- Knowledge of the area's funding community is highly desirable.
- Fundraising experience in animal welfare is a plus.

Work Schedule

Flexible including weekends.

Working Conditions

Fast-paced environment. Exposure to numerous animals including those with uncertain dispositions.

PHS prohibits discrimination against or harassment of any person employed by or seeking employment with PHS because of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction. Federal law requires proof of citizenship or "alien right-to-work" status.