



**Position:** Development Manager

**Reports to:** Executive Director

**Status:** Full-time

### **Summary**

Reporting to and in partnership with the Executive Director, the Development Manager serves in a leadership role with constituents and committee members for fundraising, events, direct mail, community development, and corporate partnerships. This position shall also contribute to the development of the organization's short-term and long-term strategic goals.

### **Duties and Responsibilities**

- Take a lead role for special events, media appearances, and community partnership building
- Solicit corporate and individual event and program sponsorships
- Oversee sponsor benefit fulfillment for all events and programs
- Assist the Executive Director with sponsorships, major gifts, donor cultivation, grants, project proposals, budgeting, and strategic planning
- Create content and publish social media posts, website content, and blog posts with input from all departments
- Create content and outline for newsletters and e-blasts
- Respond to inquiries and comments that come through social media accounts
- Work with the Community Engagement Manager on covering adoption events, Humane Education events, and outreach opportunities
- Provide monthly board reports and attend board meetings as requested
- Work cooperatively with all staff to promote the CHS mission
- Perform other duties as necessary

### **Skills and Educational Requirements**

- Bachelor's degree
- Minimum two to three years nonprofit development experience
- Highly organized and strong attention to detail
- Strong leadership, initiative, and ability to mediate and problem solve in the moment
- Superior skills in Microsoft Office, Google applications, and social media platforms strongly preferred
- Experience with donor database software strongly preferred
- Strong interpersonal skills, including the ability to communicate with and relate to people of all age groups across a wide spectrum of the community
- Strong written and oral communication skills
- Excellent attention to detail and ability to multitask
- Demonstrated passion for CHS' mission
- Ability to express organizational standpoints when serving as a CHS representative
- Ability to discuss euthanasia, open-admission sheltering, and surrender of pets in a non-judgmental, non-confrontational, fact-based manner
- Ability to handle confidential or sensitive information with discretion

- Ability to function well independently and as a team member

**Physical and Time Demands**

- Flexible working hours including evenings and weekends
- Ability to work in a fast-paced setting with distractions
- Ability to work in the presence of animals, wildlife, strong odors, and cleaning solutions
- Ability to stand, walk, bend, and lift and carry materials up to 40 lbs
- Ability to handle stress
- Valid driver's license, clean driving record, and reliable personal transportation
- Ability and willingness to drive the CHS adoption van (Dodge Sprinter)

**To Apply:** submit cover letter, resume, and professional references to [hire@chesapeakehumane.org](mailto:hire@chesapeakehumane.org)