



**Title:** Development Director

**Reporting Relationship:** Executive Director

**Status:** Full-time, Salary, Exempt

**Location:** 1149 New Mill Drive, Chesapeake, VA 23322 (primary)  
312 Battlefield Blvd N., Chesapeake, VA 23320 (secondary)

### **Summary**

Reporting to and in partnership with the Executive Director, the Development Director serves in a leadership role with constituents and board members in fundraising, donor relations (individuals and corporate), events, grants, direct mail, and community development. This position also contributes to the development of the organization's short-term and long-term strategic goals.

Over the past 5-10 years, the Chesapeake Humane Society has strategically shifted away from event fundraising and is focused on building relationships with donors and corporate partners. We now have only two large annual events that are run with efficiency of time and expenses in mind: a casual Gala and a shelter Slumber Pawty. While event management is a part of this position, we are seeking an individual with strengths in relationship building and experience running a Major Gifts program.

This position is supported by the Executive Director, Program Managers, Executive Assistant/Database Coordinator, and the Volunteer Coordinator. We encourage a healthy work/life balance and strive for a positive workplace culture with all staff members!

### **Duties and Responsibilities**

- Take a lead role in special events and community partnership-building
- Attend Live TV segments and other media appearances
- Solicit corporate and individual event and program sponsorships
- Oversee sponsor benefit fulfillment for all events and programs
- Assist the Executive Director with major gifts, donor cultivation, grants, project proposals, budgeting, and strategic planning
- Develop, implement, and evaluate the annual Development & Marketing Plan, including budgets
- Create content and publish social media posts, website content, and blog posts with input from all departments
- Ensure marketing materials are up to date and contain accurate and engaging information
- Create content, outline, and design for newsletters and e-blasts
- Respond to inquiries and comments that come through social media accounts
- Work with the Community Engagement Manager and Volunteer Coordinator to cover adoption and outreach events
- Manage and help develop third-party fundraisers
- Provide monthly board reports and attend board meetings as requested

## **Working Relationships and Direct Reports**

The Development Director is part of the Leadership Team at CHS. The Leadership team consists of the Executive Director, Development Director, Medical Director, Clinic Manager, Shelter Manager, and Community Engagement Manager.

It is essential that the Leadership Team works collaboratively to ensure our mission and goals are carried out effectively and efficiently.

### **Leadership Working Relationships, including but not limited to:**

- Work in collaboration with the Executive Director for program goals, budgeting, reports, and team meetings
- Work in collaboration with Managers of each department to ensure grants are appropriate for our programs and awarded grants are fulfilled and properly reported
- Work in collaboration with Managers of each department to get success stories for grants, appeals, and social media
- Work in collaboration with Managers of each department to create educational materials, promotions and advertisements, and updated website content related to programs and services, using CHS branding guidelines
- Work in collaboration with the Shelter Manager, Foster Coordinator, and Volunteer Coordinator to attract and retain fosters and volunteers
- Work in collaboration with the Shelter Manager to promote animals in the adoption, foster, and Humane Ambassadors program consistently

### **Direct Reports, including but not limited to:**

- Database Coordinator

There are times when positions may not be filled, especially Coordinator positions. The Director or Manager's responsibility is to ensure these duties are fulfilled even if the position is not filled.

## **Other Duties**

- Engage visitors in non-confrontational, educational conversations regarding animal care, surrender, sheltering policies, etc.
- Work cooperatively with all staff and volunteers to promote the CHS mission
- Uphold and embrace CHS's Workplace Culture Agreement in all aspects of work
- Participate in leadership team meetings
- Provide monthly board reports and attend board meetings as requested
- Perform other duties as necessary

## **Skills and Educational Requirements**

- High school diploma or GED required. Bachelor's Degree or other relevant training preferred
- Minimum two to three years nonprofit development experience
- Experience with Major Gifts program management strongly preferred
- Ability to create and manage budgets
- Highly organized and strong attention to detail
- Strong leadership, initiative, and ability to mediate and problem-solve in the moment
- Experience with website management and traditional marketing required
- Superior skills in Microsoft Office, Google applications, and social media platforms strongly

preferred

- Experience using donor CRM systems strongly preferred
- Experience with graphic design software such as Canva and/or Adobe Illustrator 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's 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
- All-hands-on-deck attitude, willing to pitch in where needed

### **Physical and Time Demands**

- Flexible working hours may include evenings and weekends - regular schedule except around events and certain campaigns
- Ability to work in a fast-paced setting with distractions
- Ability to work remotely
- 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 transport van (Dodge Sprinter)

### **Salary and Benefits**

- \$50,000 - \$65,000 annual salary, depending on experience
- Medical, Dental, and Vision Insurance
- \$50k Life Insurance policy
- Employee Assistance Program
- Access to mental health resources (Insight Timer app, Compassion Fatigue training, and Trauma-Informed Care training)
- Paid Holidays
- Personal Time-off
- Flexible work schedule
- Remote work opportunities (for a portion of work, in-office required ~80% of the time)
- Simple IRA Plan with organization match
- Professional development and continuing education opportunities
- Bring your pet to work policy
- Discounted clinic services and adoption fees
- Discounted retail items, pet prescriptions, and prescription foods

**To apply, submit cover letter, resume, and professional references to [Director@chESAPEAKEhumane.org](mailto:Director@chESAPEAKEhumane.org). Please put the position title in the subject line.**

**Disclaimer**

I have read and understand my job description. I further understand that this job description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or physical requirements/working conditions associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care or to meet organizational goals.

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**Signature**

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**Date**