

# Development Manager

## Job Description



**Mission Possible:** Homeward Bound Cat Adoptions (Homeward Bound) is on a mission to find loving homes for our feline friends. We're looking for a people-loving, detail-oriented Development Manager to join our team and help us achieve our goals.

Get ready for cheesy...Much like Edward Cullen, you sparkle! You bring enthusiasm and a positive attitude to your workplace. You thrive in a fast-paced environment and your friends call you a "doer" because you love checking items off your ever-growing to-do list. On top of all that, you're tech-savvy and experienced in high-volume data entry. You enjoy becoming an expert in your company's software programs, because you understand their importance and how they impact organizational decisions.

Your Mission, should you choose to accept it... (yep, we're "that" team): As our Development Manager, you'll be the heart and soul of our fundraising efforts. You'll work hand-in-paw (insert eye roll) with our Executive Director to help our vision come to life, while also working with our small operations team to create a happy and healthy environment for our cats until they find their future families.

### **Purr-View of Your Role:**

- Spread the Word: Be our champion in the community, build positive relationships and promote our programs with a smile.
- Donor Delight: Acquire, cultivate, communicate with, and keep detailed records of our wonderful donors. This is a priority.
- Fundraising Fun: Develop and implement a comprehensive development plan, securing resources through grants, donations, and engaging campaigns.
- Teamwork Makes the Dream Work: Collaborate with our amazing staff and volunteers, helping ensure everyone is on the same page and having fun.

### **Your Daily Cat-tivities:**

- Plan and lead exciting, creative online fundraising events and create campaigns that capture hearts and wallets.
- Engage with donors through email, direct mail, and personalized communication.
- Work closely with our marketing team to share our mission and stories with the world.
- Enter donor and communication data into GiveButter, keep everything organized and up-to-date and be able to utilize reports to identify specific information as needed.
- Provide consistent heartfelt communication. Draft thank-you letters and quarterly appeal letters that make our donors feel appreciated and engaged.
- With the marketing team, edit and draft marketing materials, e-blasts, templates, and more to keep our supporters informed and inspired.
- Recruit volunteers through outreach and community engagement.
- Assist with managing and building the Volunteer Program to its full potential. Heavily recruit and work with volunteers to keep on top of development duties. Help train them to shine.
- Solicit for round-up campaigns, local community giving, employee giving programs, and more.

- Be our star spokesperson by representing Homeward Bound in the media and at speaking engagements, spreading our mission far and wide.
- Be the event planner, within reason: Start with planning, managing, and executing smaller, less time-consuming events. We know there are many fun event ideas; however, that's not currently our focus. Our primary goal is consistent, practical efforts that support our mission. Understand that event planning is just a small part of this role.
- Manage weekly bank deposits.
- Work with the operations team as needed, making sure our cats are happy, healthy, and ready for their forever homes.
- Handle administrative duties as needed with efficiency and a smile.

**Join the Homeward Bound Family:** At Homeward Bound Cat Adoptions, we're a tight-knit, grassroots team where everyone wears multiple hats (sometimes even cat ears!) and does this work out of pure love for the cause. We're not in it for the glory, but for the joy of making a real difference in the lives of our feline friends. If you thrive in a dynamic environment where teamwork, passion, and a shared mission drive everything we do, you'll fit right in. We're all about rolling up our sleeves, pitching in wherever needed, and doing so in a very fast paced, high volume and sometimes stressful environment--but having a blast while doing it! Because at the end of the day, it's all about the cats and the community we serve.

#### **Who You Are:**

- People Person: You're outgoing, personable, and professional, with a knack for making connections and communicating effectively.
- Tech Wizard: You're comfortable with computer technology and love working with databases.
- Organizational Guru: You can juggle multiple tasks and keep everything running smoothly.
- Problem Solver: You're solution-oriented and always find a way to make things work.
- Versatile Team Player: You are proactive and able to seamlessly follow direction as well as transform ideas into actionable plans.
- Master Communicator: You have the ability to work with minimal supervision while still consistently communicating with the team and your supervisor.
- Creative Writer: You love expressing ideas through writing and are excited to learn the fundamentals of the grant process.
- Adaptability Ace: You demonstrate adaptability and a willingness to take on tasks with enthusiasm.
- Animal Lover: You have a big heart for cats and are committed to their welfare.

#### **Qualifications:**

- College degree preferred but not required.
- Development/fundraising experience preferred but not required.
- At least two years of management experience preferred but not required.
- Experience in a field with either extensive customer service or comparable emotional demands, challenging situations or sad outcomes.
- Ability to be impartial, effectively manage and assist diverse personalities. "We listen, we don't judge".
- Live in the greater Las Vegas area.
- Valid NV Driver's license or ability to obtain one soon after employment.

#### **Physical Requirements**

- Physical ability to walk and/or stand on your feet throughout a normal workday.

- While you'll be seated for most of the time, be ready to lift and move objects up to 20 pounds, and bend or stand when needed.
- If you have allergies that flare up around animals, this might not be the right fit for you.

**Nature of Employment:** The Development Manager will receive direction and have oversight from the Executive Director. This position will be performed onsite at our Adoption Center, with any offsite work needing approval from the Executive Director. Additionally, this is not a work-from-home position.

The Development Manager role is an exempt position, which requires a minimum of 8 hours per day, 40 hours per week and may include weekend, night, and holiday work. There is a possibility of receiving after-hour calls for emergencies, though not common.

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Homeward Bound that all employment is at will.

### **Compensation**

- Salary range: \$48,000-\$55,000 per year, based on experience.
- We, unfortunately, are not able to offer benefits at this time.

**How to Apply:** We're thrilled you're considering joining our feline-loving team at Homeward Bound. While we're on the lookout for passionate individuals who want to make a difference for our whiskered friends, it's important to understand that this job isn't just about cuddling with cats all day. It's incredibly challenging and requires hard work. This specific role will focus more on donor-centric, public-oriented tasks and less on direct interaction with the cats. Apply now and help us raise the funds needed to create a brighter future for Homeward Bound!

Email your one-page cover letter and resume to: Homeward Bound Hiring Committee at [info@homewardboundcats.org](mailto:info@homewardboundcats.org) with the subject: Development Manager Applicant, [Your First & Last Name].

We need you to send both your one-page cover letter and your resume. If you don't include both, your application won't be considered. But wait, there's a twist! Because we love folks who pay attention to details, here's a fun little easter egg for you. Somewhere in your email or cover letter, sneak in the answer to this question: If you were a cat superhero, what would your superpower be? This way, we know you read this far and are just as detail-oriented as we are!

We don't have a specific closing date—applications will be reviewed as they are received, and we'll keep looking until we find the right candidate.

**About Homeward Bound:** More information about Homeward Bound's vision, goals, and programs can be found at this link: <https://www.homewardboundcats.org/about-us>.