



Adoption Center: 100 N. 2nd Street · Philadelphia, PA 19106 · 215-238-9901

*Grays Ferry Shelter and Spay/Neuter and Wellness Clinic:
2900 Grays Ferry Ave · Philadelphia, PA 19146 · 215-298-9680*

*Northeast Spay/Neuter and Wellness Clinic:
1810 Grant Avenue · Philadelphia, PA 19115 · 215-545-9600
info@phillypaws.org · www.phillypaws.org*

Job Description: Annual Giving & Development Officer

General Position Summary:

PAWS is seeking a results-driven fundraising professional with demonstrated success in securing gifts and providing effective donor stewardship to play a significant role in advancing PAWS' mission of making Philadelphia a place where every savable pet is guaranteed a home, and every pet owner has the support they need to keep their family whole.

DUTIES AND RESPONSIBILITIES:

Midlevel & Major Gifts

- Manage a portfolio of approximately 100-120 prospective and current donors, creating and following individual communication plans for each donor and striving to develop strong and lasting relationships between them and PAWS.
 - Identify donors' philanthropic interests, share giving opportunities that align with PAWS' funding priorities, and close gifts.
- Qualify select donors to help support the pipeline to major giving and planned giving.
- Identify and pursue opportunities to upgrade current donors to higher levels of giving, recover support from lapsed donors, and acquire new donors.
- Establish and work to meet annual goals for the midlevel gifts program, and help shape overall strategies to continually increase gift revenue by analyzing donor data and giving trends.
- Plan and conduct 96-120 donor meetings (in-person or via video call) each year (8-10 per month).

Annual Campaign Support

- Work collaboratively with the Development and Communication teams to strategically implement a range of fundraising campaigns and matching challenges throughout the year. (Campaign examples include: Tooth Fairy Fund, Kitten Care, Medical Relief Fund, TNR Triple Match, Paw it Forward, Giving Tuesday, Year End, and more.)
- Set goals and strategies to increase donor participation in annual giving by undertaking new initiatives to acquire, retain, and upgrade annual donors.
- Determine a data-informed strategy to identify, qualify, cultivate, and solicit donors based on annual fund best practices, a knowledge of available technologies, and an understanding of the animal welfare community and landscape.
- Help cultivate and secure new sponsors and lead matching donors for select campaigns.
- Lead stewardship efforts to ensure donors understand the impact of their giving; create and implement an annual schedule of meaningful touchpoints.

Giving Program Support

- Support our evergreen giving programs with an aim of donor acquisition, stewardship, and annual engagement. These key programs include: Forever Home Circle, Corporate Community, and Constant Companion (recurring donor program).
- Participate in broader Development efforts and contribute as requested.

KNOWLEDGE REQUIRED:

- Effective major gift fundraising techniques and practices, including prospect qualification and determining inclination/capacity to give.
- Developments and trends within the animal welfare field.

- Association of Fundraising Professionals code of ethical conduct.

SKILLS/QUALITIES REQUIRED:

- An enthusiastic passion for PAWS' mission to keep families together by providing excellent, accessible veterinary care and other support services to pet owners in need, and to provide lifesaving opportunities to stray and surrendered animals, with the ultimate goal of a loving home for every savable pet.
- A strong desire to forge lasting relationships that support PAWS' lifesaving efforts.
- Commitment to and embodiment of PAWS' values of urgency, volume, quality of care, approachability, leadership, and organizational health.
- Outgoing, mature, and able to discuss PAWS' mission, programs, and fundraising goals clearly and persuasively.
- Demonstrated high ethical standards and integrity in fundraising practices.
- Outstanding verbal and written communication and interpersonal skills; ability to present information effectively; exceptional ability to interact well with a variety of people in an engaging and genuine manner.
- Experience managing numerous projects and deadlines, along with a demonstrated ability to initiate and follow through on projects.
- A self-starter who:
 - Is willing to ask for funding and perseveres to achieve their goals.
 - Works with a sense of urgency and thrives in a fast-paced environment surrounded by extremely motivated and determined colleagues who collaborate effectively across departments.
 - Has good judgment, strong analytical and problem-solving skills, and can work independently, prioritizing and managing multiple tasks with minimal supervision or direction.
 - Is organized, detail-oriented, prepared, and reliable.
 - Is flexible and innovative as needs and opportunities arise.
- Ability to:
 - Work respectfully and effectively with a culturally diverse community of stakeholders.
 - Empathize with donors, make them feel valued, and deepen their connection to PAWS.
 - Promote a humane and caring attitude toward all animals and treat all animals properly and with compassion at all times, including those that are sick, injured, feral or aggressive.
 - Maintain a calm, pleasant, tactful, and professional demeanor, even in stressful situations.
- Affection for animals and a willingness to accommodate them in the workplace.
- Experience collaborating with other departments, fundraising volunteers, and vendors.
- Strong computer skills, including proficiency with Salesforce CRM (including creating and utilizing reports), Google Suite, and standard office software.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's Degree with at least 3-5 years of professional fundraising experience, preferably in animal welfare, with demonstrated success in securing meaningful gifts.

PHYSICAL REQUIREMENTS:

- No allergic conditions which would be aggravated when handling or working with animals.
- Ability to work onsite at PAWS' Grays Ferry facility and coordinate donor visits to PAWS' other locations, with the option to work from home as appropriate.
- Driver's license and use of a vehicle for local travel.

IMMEDIATE SUPERVISOR: Director of Development

HOURS: This is an exempt position. PAWS is open seven days a week. A minimum of 8 hours per day, 40 hours per week, is required. Some evening and weekend hours may be required.

BENEFITS:

- Medical insurance and prescription coverage through Cigna (two medical plans to choose from); PAWS pays majority of premiums
- Dental insurance through MetLife; PAWS pays majority of premium
- 401(k) plan with employer matching, administered by TransAmerica
- Nine paid holidays per year
- Generous paid time off (PTO)
- Discounted clinic services, lab work, prescription diets, and medications for your own pets
- Employee Assistance Program (EAP) through HealthAdvocate
- Voluntary benefits (long- and short-term disability, life, and accident insurance) through Colonial Life

SALARY RANGE: \$52,000-\$64,000 annually. *PAWS offers competitive salary commensurate with experience.*

TO APPLY: *Please email cover letter, resume, and salary requirements and/or range to laurehanak@phillypaws.org. Applications must contain all requested components to be considered.*