

Lead Development Officer

Our Company:

Lions Tigers & Bears is dedicated to providing a safe haven for unwanted and abused exotic animals and to educating the public about the abuses of the exotic animal trade. Lions Tigers & Bears offers a wide range of programs and services including captive exotic and wildlife rescue, providing lifetime homes to rescued animals, educating the public about the abuses of captive exotic animals being used for entertainment/amusement, for canned hunts, and for the sale of body parts, and advocating for the regulation of private ownership of exotics. We are a sanctuary that allows the animals in our care to live out their lives with dignity in a caring and safe environment.

Position Summary:

The Lead Development Officer (LDO) is responsible for leading and executing the fundraising activities of the organization, including establishing expectations, goals and developing new opportunities for growth. The ideal candidate will have a strong background in nonprofit fundraising, excellent communication skills, and a proven track record of successfully securing grants, soliciting and building long standing relationships with donors, corporations and foundation partners.

The LDO works closely with LTB leadership to facilitate the implementation of strategic projects and initiatives in addition to providing oversight and support of development, outreach, membership, customer service, and marketing/communications.

Strategic Fundraising Planning:

- Manage the Development Department's annual budget creating effective strategies for maximizing donations, and timely communication with the Director/Founder, appraising the D/F of the status of fundraising activities.
- Develop a comprehensive fundraising plan with clear strategies and actionable goals to identify, cultivate, and solicit donors.
- Creates new and innovative plans and evaluates each fundraising activity to ensure a strong return on investment in staff time and cost of production. Prepares income and expense budgets for each activity to present to the Director/Founder along with recommendations as needed.
- Formulate and strive to meet significant fundraising targets, such as securing high-dollar contributions and attracting 5-6 figure gifts annually.
- Work collaboratively with development staff to enhance fundraising efforts.
- Refines fundraising plans to adopt strategies and campaigns that reflect the mission of LTB.

Community Engagement and Marketing:

- Works collaboratively with communications & marketing staff to enhance fundraising efforts.
- Serve as a representative of LTB by attending business, community, and philanthropy events and leveraging opportunities to communicate our impact and future goals.
- Working with staff and volunteers, plan and execute all aspects of fundraising events such as Wild in the Country, the Christmas Party, Spooky Camp Over, donor recognition events and receptions, and assist with events booked by outside groups such as weddings and corporate meetings as needed.
- Work closely with and provide appropriate direction and support to staff and volunteers responsible for event sponsorship and raffle/auction item acquisition.
- Meets with event vendors as needed to ensure quality materials and successful events.

Grant Research and Application:

- Ensures timely submission of reports and any other grant requirements.
- Manages the organization's grants program, researching and following-up potential funding opportunities, draft grant proposals and take responsibility for reporting on the use of grant funds and managing the grant tracker workbook.
- Developing strategies and setting goals to hit fundraising targets

Donor Relationship Management:

- Maintains positive relationships with existing donors and stakeholders
- Communicate effectively and eloquently and be up to date on all LTB activities in order to engage donors and potential donors in meaningful conversation.
- Implement a donor recognition program to sustain and acknowledge donors and upgrade funding from current partners.
- Displays a flexible attitude and be able to adapt and change strategies to meet the needs of the organization and its donors.
- Works closing with the Gift Processing Coordinator to ensure the LTB's donor database is kept up to date, contact notes are consistently maintained, that donors receive timely acknowledgements, and gifts are properly coded to ensure accurate reporting.

Performance Analysis:

- Provides weekly and monthly update reports to the Director/Founder on fundraising successes and goal achievement.
- Stays current with non-profit fundraising best practices and develops a good working knowledge of LTB's development and gift processing policies and procedures.

Administrative Responsibilities:

- Handle information of a highly confidential and sensitive nature appropriately.
- Display deep understanding of Lions Tigers & Bears' mission, and be prepared to

share information to strengthen awareness of animal welfare issues and the organization's mission.

- Interact with donors and other audiences as requested, ensuring positive experiences.
- Participate in meetings and special events (requires evening and weekend work).
- Participate in organizational strategic planning and develop annual budgets (income and expenses) for each activity within LDO area of responsibility.
- Provides backup administrative support as needed, such as -- answer telephones, screen and route visitors and callers, maintain administrative files, coordinate mailings and data requests, order office supplies, etc.

Supervisory Responsibilities:

- Working with staff, develops written policies and procedures for each area that reports to the LDO. Update policies and procedures as needed.
- The LDO is on site for all special events as the key staff member overseeing the event.
- Becomes familiar with and competent in utilizing LTB development software programs and analysis tools in order to manage budget and maximize fundraising income.
- Ensure that LTB's website is accurate with up-to-date information.
- Coordinate with any outside contractors for social media, fundraising/grant writing, website maintenance, and others as assigned.
- Perform all other duties as assigned.

Volunteer Services:

Volunteers play important and critical roles and are an integral part of the LTB family. The LDO coordinates with the Volunteer Coordinator to ensure that volunteer involvement is appropriate, recognized and appreciated.

- Works closely with the Volunteer Coordinator and LTB staff and volunteers to ensure that volunteers are being recruited as needed for all events, trained, properly managed, and are recognized and appreciated for their important contributions
- Working with Volunteer Coordinator, creates and updates volunteer job descriptions for each fundraising event

Qualifications:

- Bachelor's degree, or a combination of relevant education and experience
- 3-5 years of fundraising experience with non-profit organization(s). Preference will be given to candidates whose experience is generalized and have touched all or most areas of professional development work
- 3+ years of supervisory experience preferred
- Valid CA Driver's License with a clean driving record required

Skills and Abilities:

- All work to be performed in a polished professional manner
- Effective time management and detail oriented
- Understands LTB's safety policies and procedures
- Engage as a team member/team player
- Strong knowledge of philanthropy and fundraising strategies, procedures, and best practices
- Excellent communication and presentation skills, both written and verbal
- Strong computer literacy; must be proficient in MS Word, Excel, PowerPoint, Windows and databases
- Experience managing commonly used fundraising software, such as Donor Perfect
- Established problem-solving skills
- Must be able to multi-task and adjust to frequently changing priorities
- Sound judgement in maintaining the strictest confidentiality of proprietary, financial donor information

Competencies:

- Engagement
- Initiative
- Leadership
- Time Management
- Decision Making
- Communication Proficiency
- Organization Skills

Work Environment:

Lions Tigers & Bears is an outdoor animal sanctuary in Alpine. The person in this role is expected to walk throughout the property to interact with staff and work events. The person in this role will be exposed to diverse weather conditions and rugged terrain. Administratively, the position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and the office is home to two cats.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, talk or hear. The employee frequently is required to lift, squat, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 40 pounds.

Position Status:

This is a full-time onsite position. Evenings and weekends will be required. Duties, responsibilities and activities may change at any time with or without notice so flexibility is important.

EEO Statement:

Lions Tigers & Bears provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, disability, genetics, national origin, pregnancy, race, color, religion, sex or sexual orientation. In addition to federal law requirements, Lions Tigers & Bears complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Salary starts at \$75,000.00 yearly depending on experience

Competitive benefits offered

Please send resumes and cover letters to admin@lionstigersandbears.org and include contact information.