



Charlottesville Albemarle SPCA
Job Description

Position: Development Officer
Job Status: Exempt
Reports to: Director of Advancement
Revision Date: 09.23.21

Position Summary

The position works closely with the Chief Executive Officer, the senior leadership team and board members. Primary responsibilities include increasing legacy giving, overseeing all fundraising activities and cultivating major donors.

The Development Officer supports the strategic fundraising efforts of the Charlottesville-Albemarle SPCA by designing, implementing, evaluating and refining the unit's development activities, with an emphasis on major gifts. Personally identifies, cultivates, solicits, and stewards major gift donors and prospects in order to meet annual development goals.

The ideal candidate will be an entrepreneurial professional who is data-driven and goal oriented. S/he should enjoy front-line relationship building, soliciting, and have a combination of development and communications skills.

Primary Duties and Responsibilities:

- In concert with the Director of Advancement, create and implement a long-term development plan to guide growth in resource development.
- Work with the Chief Executive Officer and Board of Directors to identify, cultivate, solicit, and steward major gift donors and prospects including individuals, corporations, and/or foundations, through visits and other forms of direct personal contact.
- Conducts research to identify prospects, with an emphasis on major gifts, and creates strategies to match prospects' interests to the Charlottesville-Albemarle SPCA.
- Grow our legacy giving program using FreeWill as a tool.
- Guide and manage the grant and individual donor solicitation process (including proposal/report writing) in a timely manner, while ensuring compliance, accountability and integrity.
- Utilize our donor database to plan, implement, and evaluate fund development programs.
- Drive the organization's fundraising activities and the production of newsletters, annual reports, and other fundraising materials.
- Supervise volunteers and select vendors and consultants.
- Develop, monitor and administer department budget, work plans and reports, including the collection and tracking of development related data.

Skills/Qualifications:

- Bachelor's degree required. Advanced degree a plus.
- Five or more years of business development/partnership building experience and progressive management experience with five or more years in a professional fund-raising environment including successfully identifying prospects, driving capital generation, generating proposals, and negotiating and closing complex agreements.
- Ability to eloquently articulate and show passion for the SPCA's mission and programs.
- Superior communications skills, both verbal and written.
- Demonstrated ability to work effectively with diverse constituencies.
- Must possess good judgment and exercise diplomacy in dealing with a variety of constituents.

- Must have excellent organizational skills with the ability to prioritize work appropriately and adapt easily to changing priorities. Able to apply strategic and creative thinking, while being persistent, motivated and energetic, along with the ability to work in detail-oriented fashion.
- Ability to interact skillfully with high-level corporate and foundation officers and individual donors.
- Intermediate skills in or ability to quickly learn the various software programs utilized by the SPCA (FreeWill, Shelterbuddy, Raiser's Edge, MS Office, Excel, PowerPoint and Word).
- Performs other duties as assigned.