



Role: Development Director, Seattle Animal Shelter Foundation

Status: Full Time (40 hrs/week), flexible work schedule to include some evening meetings and weekend events.

Compensation: Annual salary of \$80k-\$100k. Salary is commensurate with qualifications and experience.

Work Location: Remote with in-person meetings and events.

Closing Info: Open until filled.

How to Apply: Please email resume and cover letter to SASF's Recruiting Specialist, Upasana Mishra, at umishra@seattleanimalshelterfoundation.org.

About the Seattle Animal Shelter Foundation

In 2010, the Seattle Animal Shelter and a committed group of volunteers recognized that there were certain needs beyond the scope of what the City could fund. To better address these needs, the Seattle Animal Shelter Foundation (SASF) was formed. SASF raises critical funds to help enrich the lives of Seattle's animals and empowers volunteers and the local community to become part of the effort. SASF is comprised of 15 Board members who serve three-year consecutive terms and has eight major committees:

- **Auction:** plans and executes SASF's largest annual fundraising event, the Furevermore Auction & Gala
- **Community Events:** plans and executes SASF's largest community event, the Furry5K, in June each year, and coordinates with local businesses to raise awareness and fundraising in the community throughout the year
- **DEI:** advancing diversity, equity, and inclusion in all aspects of our work, with a strategic focus in establishing inclusive recruitment and retention initiatives, implementing equitable policies and processes to ensure Seattle's diverse community remains centered in our work, and continuing to develop partnerships with organizations that support the populations we serve
- **Development:** manages the donor database including analysis and entry of donor data, and develops strategies (in collaboration with the Marketing committee) to engage current and potential donors

- **Finance:** develops the annual budget, monitors revenues and expenses of SASF, and monitors compliance with state and federal filing requirements
- **Governance:** supports the officers, board and committees with role and responsibility development, recruiting, succession planning, policy development and assessing effectiveness and morale through survey feedback
- **Grants:** responsible for overseeing the organization's grants program, including the development and implementation of grant-making policies, the review and selection of grant proposals, and the monitoring of grant awards.
- **Marketing:** raises awareness, promotes annual fundraising events, and is responsible for general SASF promotion through blog and social media posts and email campaigns

Recent SASF projects include:

- [Best Chance Program](#)
- [Animal Behavioral Program](#)
- [Veterinary Clinic Revamp](#)

Position Overview:

The Seattle Animal Shelter Foundation (SASF) is seeking a dynamic, entrepreneurial, and experienced Development Director to further elevate SASF's impact in the Seattle community. This individual will be a strategic leader in the development, growth, and longevity of the foundation in its next phase as it continues to serve Seattle's animals most in need and the Seattle Animal Shelter.

Working in close collaboration with SASF's President, Governance Committee, and Development Committee, the Development Director will manage a portfolio and database of existing donors, develop and execute strategies to engage new donors, and manage SASF operations in partnership with the Board and volunteer committee members. The Development Director will be a key contributor in making the vital work of SASF possible.

This position role will report into the SASF Governance Committee and President.

Essential job duties include:

Fundraising Strategy & Management (35%):

- Create and implement fundraising strategies and plans that integrate into the organization's mission, priorities, and goals
- Use data analysis to inform fundraising strategies and decision-making

- Create and execute comprehensive fundraising plans to achieve annual fundraising goals to support the organization's strategic plan to ensure steady growth and sustainability of the organization for the future
- Partner cross-functionally with the Board and the major committees to develop the annual budget and coordinate vendor management, contract negotiation, and sponsorship procurement for annual events such as Furevermore Auction & Gala and Furry 5k, as well other community events

Donor/Sponsorship Engagement & Stewardship (35%):

- Lead donor stewardship efforts for major donors that strengthen relationships
- Identify, cultivate, and solicit stewardship of major and prospective donors and sponsorships for year-round events
- Maintain and monitor non-major donors, including but not limited to giving campaigns, communications, and email strategies

Database Management & Reporting (20%):

- Generate reports such as performance metrics related to donors and events
- Update and maintain the donor database, including managing the Corporate Giving program, deposits, data entry, and overseeing data migrations

Administrative & Operations (10%):

- Perform day-to-day tasks, including but not limited to documenting processes, updating contact lists, coordinating deposits and receipts, and partnering with the Marketing Committee to ensure the SASF website is up to date by supporting donor outreach needs
- Attend monthly Board meetings and pertinent committee meetings, which may occur after typical business hours on nights/weekends
- Support the partnership of the Seattle Animal Shelter and SASF by being recognized as a partner to the shelter through engagement with shelter employees and volunteers

Minimum Qualifications

- 5+ years of donor management and engagement strategy experience or 5+ years of event management experience for large scale (200+ people) events, including but not limited to soliciting sponsors and exhibitors and maintaining fundraising and donor relationships
- Experience managing or overseeing volunteers
- Experience using databases including fundraising databases
- Fluent in MS Office: Word, Excel, Outlook, and SharePoint
- Exemplary time management and organizational skills and ability to work in a creative and entrepreneurial environment

- Ability to appropriately manage highly confidential information
- A disciplined, results-oriented self-starter who demonstrates initiative and who knows how to leverage the strengths of a team

Preferred Qualifications:

- 7+ years of fundraising and event management experience
- Experience working in a 501(c)(3) as a general administrator or at a higher level
- Experience with fundraising and communications software, for example eTapestry, Greater Giving, WordPress, email management systems
- Experience working with a Board of Directors or relevant experience
- Experience creating workflows, communication processes, schedules, and deliverables

Equivalent experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

The Seattle Animal Shelter Foundation (SASF) is committed to advancing diversity, equity, and inclusion in all aspects of our work, with a strategic focus in establishing inclusive recruitment and retention initiatives. SASF is proud to be an equal opportunity employer. All qualified applicants for paid and volunteer positions will receive consideration for employment without regard to race, religion, creed, color, national origin, age, sex, gender, gender identity or expression, two-spirit identity, sexual orientation, sensory, physical, or mental disability, marital status, political ideology, protected veteran status, or on any other basis protected by federal, state or local law, or any other non-merit based factors.

To request disability accommodation in the application process, contact SASF's Recruiting Specialist, Upasana Mishra, at umishra@seattleanimalshelterfoundation.org.