ANDERSON HUMANE

Individual Giving & Fundraising Manager

Job description

Anderson Humane is a progressive, non-profit, animal welfare organization. We focus on creating and supporting mutually beneficial relationships between people and animals through adoption, veterinary care, community programs, and wildlife rescue and rehabilitation.

The Individual Giving & Fundraising Manager builds meaningful relationships with donors to encourage continued and increased support of Anderson Humane's mission. This role is ideal for an outgoing, relationship-focused individual who genuinely enjoys connecting with people, confidently represents Anderson Humane, and adapts their communication to different audiences. Through thoughtful donor communications, events, and stewardship, the Individual Giving & Fundraising Manager creates positive experiences, builds trust, and is comfortable making appropriate requests for financial support.

Reports to: President & CEO
Job Type: Full-time, Exempt

Duties & Responsibilities *(including, but not limited to)*

- Develop individual giving strategies that build and strengthen donor relationships, reconnect with past donors, and encourage continued giving and increase financial support.
- Plan and lead donor engagement and stewardship activities, including tours, event receptions, small gatherings, acknowledgements, and follow-up.
- Ensure donors receive timely, accurate, and meaningful acknowledgement and stewardship.
- Assist with the preparation and execution of Anderson Humane fundraising and donor engagement events, including sponsorship support, guest cultivation, event preparation, and follow up.
- Participate in the creation of donor communications and fundraising materials that support giving and donor stewardship, including appeals, proposals, campaigns.
- Partner with Development staff on annual fundraising planning, revenue goals, donor segmentation, campaign strategy, and department priorities.
- Build and maintain positive relationships with donors, volunteers and community partners through cultivation and engagement activities being responsive to inquiries and requests.
- Represent Anderson Humane professionally at donor engagement events, fundraising and other organizational events
- Manage an updated portfolio of fundraising and engagement goals and activity progress; review with leadership as requested.
- Keep organization's database regularly updated with accurate donor information and activity.
- Work with Corporate Development, when assigned, to solicit and engage businesses, foundations, community partners, and other prospective supporters for donations, gifts, and partnerships.
- Attend any events, meetings, and programs upon request.
- Other duties as assigned.

Work Environment

- Availability for a flexible schedule required, including weekday and weekend mornings, afternoons, and evenings as well as non-standard hours as needed for engagement activities and organizational events.
- Work may involve exposure to animals, high noise levels, zoonotic diseases, animal bites and scratches and other conditions associated with an animal shelter environment.
- Shared and collaborative workspaces that contribute to a positive, results-focused team environment.
- Extended periods of work at desk and on a computer.
- Communication frequently by phone, video, and in person.
- Local travel is required for donor meetings, events, tours, and community activities.
- Work involves combination of indoor and outdoor activity in varying weather conditions.
- Physically active role requiring the willingness and ability to stand, walk, bend, and lift throughout the workday, including lifting up to 50 lbs. with assistance.

Candidate Requirements

- Bachelor's degree preferred.
- At least 2 years of experience in fundraising, client relationship management, or sales with revenue goal preferred.
- Professional experience in individual giving and major gifts.
- Demonstrated success cultivating, soliciting, and securing donors or clients and developing long-term relationships.
- Demonstrated initiative and ability to achieve fundraising or revenue goals.
- Commitment to Anderson Humane's mission and vision, with a desire to advance the organization through strong relationships.
- Models compassionate and respectful behavior toward both people and animals.
- Outgoing and genuinely engaging with the public; can comfortably interact with donors, executives, community leaders, board members, and other stakeholders.
- Ability to appropriately and confidently ask for financial support.
- Organized, dependable, and able to manage multiple priorities and deadlines.
- Experience with donor databases and CRM systems,
- Valid driver's license, reliable transportation, and insurable driving record.
- Fear Free Shelters certification required; training provided.
- Spanish fluency is a plus.

Euthanasia Statement

Anderson Humane's staff and volunteers must understand and accept that, even though all reasonable accommodations are made to support the physical and emotional health of our animals, there are situations in which animals must be euthanized.

DD Oct26