



**MAUI HUMANE SOCIETY**  
**Job Description**

*The Maui Humane Society's mission is to protect and save the lives of Maui's animals; accepting all in need, educating the community, and inspiring respect and compassion towards all animals.*

**Job/Position Title:** Director of Development

**Date:** October 2023

**Status:** Exempt

**About Us**

Maui Humane Society is a beautiful, open air animal shelter for cats, dogs, rabbits, guinea pigs, turtles, and other animals in need of safe shelter. We are the island's only open-admission animal shelter, which means we take in every pet in need, providing veterinary and routine care and helping surrendered animals find a new home. We also provide humane law enforcement services, humane education and outreach, and free and low-cost spay and neuter surgeries. Our team culture is creative, fast-paced, and collaborative and we are seeking problem-solvers who love animals and have great customer service skills.

Our team adores people with can-do attitudes and friendly smiles who love people as much as animals. We approach every person and animal as an individual and pride ourselves on being a place where our employees love to come to work!

Our employees are trained in Fear-Free animal handling and can even receive a certification. We are committed to your growth and will work with you to get you where you want to be in your career. Our benefits include a competitive salary, paid time off, medical, vision, and dental insurance, and free adoptions. Employees get at least one weekend day off and you'll have a consistent, flexible schedule. Our employees and volunteers love MHS because we have very low euthanasia rates, everyone is empowered to save lives, and we truly care about the people who work here!

**Primary Purpose:** The Director of Development leads all fundraising initiatives for Maui Humane Society to meet revenue goals from individual donors, corporations, foundations, and government agencies. The Director of Development plays a significant role in strategic planning; grant management and high-level donor cultivation, solicitation, and stewardship. Serves on Executive Leadership Team.

**Staff Supervised:** Development & Data Manager, Donor Database Coordinator, and Development Coordinator.

**Essential Duties/Functions:**

- Responsible for design, implementation and management of annual giving, planned giving, direct mail, corporate giving, management of donor data, fundraising events, grant solicitation and reporting, and major gift procurement.
- Actively identify, cultivate, solicit, and steward new donors and prospects.
- Supervise departmental staff; support, train and evaluate performance on an annual basis. Hire and terminate with input from CEO as needed.
- Maintains departmental budgets within organizational limits. Works with CEO to provide input for department's budgetary needs.

- Research, write and prepare grant proposals from foundations and corporations to meet annual development goals. Implement grants administration system to ensure timely submission of grants and all required reporting and related documentation.
- Oversee fundraising planning, with respect to long and short term, with measurable outcomes and goals that provide focus and desired results for fundraising activities and related income.
- Plan, organize and oversee all aspects of fundraising events, including securing event locations, permitting, vendors, donations, advertising, etc.
- Play a key role in Maui Humane Society's future Capital Campaign design and implementation
- Assists the CEO in creating a "culture of philanthropy" throughout the entire organization, training all staff to treat clients as potential donors and training all staff on the basics of giving opportunities.
- Prepares monthly, quarterly, yearly reports on fund development and other department activities.
- Oversee the Direct Release program and ensure that revenue goals are being met.
- Perform other duties as assigned.

**Working Conditions:** Private air conditioned office with computer and internet access. May require travel within a workday on a regular basis. Work is also performed outdoors and/or offsite for fundraising events.

**Equipment Use:** Telephone, cell phone, computer, printer, scanner, copier and other office-related equipment. Requires use of personal and company vehicles; gas allowance provided.

**Work Hours:** This is a salaried position that requires flexibility. While a typical work week will be 40 hours Monday through Friday, attendance at events and other functions will require longer hours or weekend and evening work.

**Physical Demands:** This position involves desk and computer work, but could also require being on your feet for long periods of time. Position may include (car) travel back and forth to outside venues as well as some lifting. Must be able to work at a fast and efficient pace.

**Desired Experience:** Minimum five to seven years of experience in same or related position in a nonprofit setting, preferably animal welfare. Record of continually increasing responsibilities with measurable results.

**Qualification Requirements:**

- College degree.
- Minimum of three years supervisory experience involving supervision of multiple staff members.
- Ability to function independently, manage multiple projects and meet deadlines.
- Strong interpersonal communication and written skills.
- Must be proficient with Google suite.
- Basic graphic design skills a plus.
- Possession of a valid Hawaii Driver's license with a clean driving and criminal abstract.