



## IndyHumane Chief Development Officer

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Serving Indianapolis and the surrounding counties since 1905, the Humane Society of Indianapolis provides vital services to animals and people alike through sheltering and adopting animals, providing positive reinforcement behavior training for adoptable animals through our behavior programs, and outreach through our community and shelter programs.

Function: Development  
Job Title: Chief Development Officer  
Job Status: Exempt  
Reports to: Chief Executive Officer  
Position Leads: All Development and Marketing Staff  
Reviewed by:  
Date Created: April 1, 2022

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### Position Summary

The IndyHumane Chief Development Officer (CDO) provides direct leadership to the Development and Marketing team of 7 to meet the defined strategic, financial, and public relations goals of the organization through a robust and successful marketing, fundraising, and resource development program. The Chief Development Officer serves as the primary fundraiser, in conjunction with the CEO for the organization and ensures a diversified and balanced funding stream. Along with the CEO, the Chief Development Officer serves as a public face of the organization to all stakeholders and constituents and, as such, must operate with the highest level of integrity, credibility, and professionalism at all times.

### Essential Position Duties & Responsibilities

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

Lead a strong team to ensure all goals are met efficiently and effectively.

- Provide leadership to the department in all areas - set clear and high expectations, provide effective coaching to develop the team, and provide an example to the team.
- Structure the department for maximum impact for the agency.
- Effectively perform all supervisory functions of hiring, coaching, training, disciplining, and terminating, according to IndyHumane policies. Hold employees accountable for meeting their goals and assignments and take appropriate steps when problems occur.

Establish and maintain sound financial plans to support the agency strategic plan as it relates to resource development, including (but not limited to):

- Branding, messaging, and public relations, with a strong emphasis on social media.

- Multiple fundraising avenues, including a robust and comprehensive direct mail program, foundation and corporate support, private grants, public support, and signature events.
- Establishing, tracking, and monitoring appropriate metrics to assess effectiveness. Work closely with the CFO to ensure financial reconciliation with the development department and understand basics of nonprofit accounting.

Actively serve as the lead fundraiser, ensuring effective development plans and strategies are in place and that annual goals are reached.

- Oversee the identification, research, cultivation, communication, solicitation, acknowledgment and stewardship of donors at all levels.
- Regularly provide the CEO with direction and lists of their portfolio of the top 25 to 50 of the organization's major donors and prospects.
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors.
- Identify and expand new grant and foundation opportunities in conjunction with the grant coordinator.
- Support the Annual Campaign Manager in leading of the robust direct mail campaign, constantly monitoring ROI and tactics.
- Monitor all donor information; provide and present statistical analysis/fundraising dashboard to board and senior leaders.
- Oversee and utilize the on-line donor database to effectively and efficiently communicate to supporters.
- Track budgeted revenue to actuals and develop strategies to cover financial gaps.
- Manage and monitor goals and objectives of the development team.
- Leverage and coordinate funding opportunities that increase funding for the overall vision of IndyHumane and IndyHumane Downtown.

Positively influence organizational culture to ensure it is appropriate and effective to achieve the mission of the organization and motivate and retain quality staff.

Establish and promote positive communication among all team members of IndyHumane to increase collaborations and reduce inefficiencies.

Serve as a vital member of the leadership team by staying abreast of agency-wide issues and contributing to the development and achievement of the agency's long-term vision and short-term operating plans.

Develop an effective relationship with the IndyHumane board, responding to information requests in a timely manner.

Represent IndyHumane in a professional manner at all times, providing courteous service to both internal and external constituents and presenting a positive image of IndyHuman

## Qualifications

- Bachelor's degree required from a four-year college or university required, with a preference for a master's degree in a related field. Ten plus years of experience in a relevant field required. Previous fundraising experience required.
- Strategic thinking and ability to develop an effective long-term strategy and vision. Ability to inspire and engage others around a shared vision and strategy.
- Effecting planning skills, with the ability to successfully manage a project from start to finish within established timeframes and goals.
- Donor relationship-building and solicitation skills; able to develop new, retain existing, and deepen the engagement of donors/funders and volunteers. Able to solicit funding at all levels – especially high-level individual, corporate, and foundation gifts.
- Able to effectively manage both the overall process and personnel of a department.
- Grants management experience
- Effective analytical, problem solving, and decision-making skills (can gather and analyze data and information, track trends, and draw conclusions). Able to think logically and analytically.
- Able to prioritize, organize tasks and time, and follow up. Able to juggle multiple requests and meet multiple deadlines.
- High detail orientation and accuracy.
- Effective verbal, written, and interpersonal skills. Effective listening skills.
- Can effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels and roles (e.g. senior management, staff members, volunteers, donors, etc.).
- Able to negotiate with and influence others. Able to resolve conflicts.
- Proactive in anticipating and alerting others to problems with projects or processes.
- Takes initiative and needs little supervision. Willing to learn and engages in self-learning.
- Able to work well in a team environment and as part of a team.
- Able to read and interpret basic contracts
- Proficient in computer skills, i.e. Microsoft Word, Excel, e-mail, etc.

Approved By:

**IndyHumane - Equal Opportunity Employer**

*This position description does not constitute a contract of employment and IndyHumane may exercise our employment-at-will rights at any time*