



Director of Business Development and Special Events *Job Description*

Helping Hands Humane Society (HHHS) is a non-profit animal shelter located in Topeka, KS that admits over 6,000 lost or unwanted pets each year. HHHS strives to improve the quality of life for homeless pets by providing an accessible facility with services such as behavioral and medical treatments, dog training classes and adoption. As an advocate for animal welfare, HHHS promotes the adoption of healthy pets, the sterilization of all dogs and cats, and the respectful treatment of all animals. HHHS is seeking a professional to raise funds supporting our mission of animal care and adoption.

Job Summary:

The primary function of the Director of Business Development and Special Events is to raise vital funds for HHHS in a cost effective and timely manner. The position develops and executes a fundraising strategy with a goal of raising funds through special events, appeals, major gifts, and donor retention. The position also raises community awareness of the organization's work, goals and financial needs.

Essential Responsibilities:

- Develop and execute an annual fundraising plan that includes special events, appeals, mailings, grants and other strategies; monitor progress toward short- and long-term fundraising goals.
- Plan, lead and implement annual fundraising events; manage the details of all assigned events which includes development of invitations, solicitation of vendors, program development, menu planning, decorations, event setup and layout, presentations and handouts, purchasing, pre-registration, travel coordination, check-in and event tracking.
- Develop appeals and mailings to be distributed on a set schedule throughout the year.
- Manage expense budget for all fundraising and public relations efforts.
- Identify, track, and cultivate relationships with current donors; increase annual public/corporate contributions.
- Create and grow major gifts and planned giving programs; identify and solicit potential major donors.
- Record and track all Wills and Bequests.
- Prepare monthly, quarterly, annual fundraising reports for Executive Director and/or Board of Directors.
- Provide tours, presentations, demonstrations on or off-site for various community groups including organizations, schools, and clubs.
- Work with Volunteer Coordinator to recruit volunteers to assist with events; orient new volunteers and ensure they are trained and coached to a level necessary to achieve the event's mission and goals.
- Work with Communication Coordinator to create/develop advertising and press releases for events.
- All other duties as assigned



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Qualifications:

- Bachelor's degree required
- 5+ years experience in fundraising or development; proven track record of raising funds from diverse sources
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Strong computer and word processing skills, in particular Word, Excel, PowerPoint and Access.
- Proficiency in Microsoft Word, Excel and Outlook
- Ability to work both independently and in a team environment.
- Ability to communicate effectively, both orally and in writing with staff, the business community, business prospects and the public.
- Ability to work efficiently with attention to details and quality of work produced.
- Ability to exercise good judgment in setting priorities and organization of work load.
- Willingness to lead, take charge and offer opinions and direction.
- Ability to analyze information and use logic to address work-related issues and problems.

Physical Demands:

- Ability to read computer screens for an extended period
- Ability to attend various events often beyond regular work hours

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time.

The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Job Classification: Exempt, Full-time

Work Schedule: As negotiated

Reporting Relationship: Executive Director