

ANIMAL RESCUE LEAGUE of BOSTON



A champion for animals

JOB DESCRIPTION

Position: Development Officer, Cape Cod

Supervisor: Senior Development Officer

About ARL:

Pets are family. This belief is at the heart of everything we do at the Animal Rescue League of Boston. We are the first female-founded animal welfare organization in Massachusetts and are proud to carry on a legacy of kindness and compassion, helping more than 20,000 animals annually since 1899. Recognized for our innovative, award-winning programs that go beyond sheltering, we address the root causes of the issues facing animals and the people who love them. By partnering with communities, we help animals heal and thrive, keep pets and people together, and protect animals from harm.

Summary:

The Development Officer plays a critical role in increasing individual and family support to advance the programs, mission, and vision of the Animal Rescue League (ARL) of Boston.

This full-time, exempt position will serve as frontline fundraiser and will manage the cultivation, solicitation, and stewardship of portfolio of donors on Cape Cod (\$5,000+). The Development Officer will work closely with the Senior Development Officer, Chief Advancement Officer, and the President & CEO, and Development and Program staff, as well as volunteer leadership, including the Board of Directors and Leadership Circle.

This is an incredible opportunity for a motivated professional who loves animals and is looking to take the next step in their career. This role will help the Animal Rescue League of Boston further develop a community of individual and family investors committed to animal welfare on the Cape.

Responsibilities:

Responsibilities Include, but are not limited to:

Frontline Fundraising:

- Manage a portfolio of 125-150 donors, developing strong relationships and moving donors through the gift cycle, from identification to gift closure
- Raise a minimum of the annual budgeted goal of unrestricted and temporary restricted financial support
- Complete a minimum number of donor meetings per year
- Provide frequent, personalized and thoughtful donor communications
- Support all phases of the *Foundation for the Future* Capital Campaign
- Serve as a representative and champion of ARL at community events and in other public settings

Administrative & Other

- Serve as the lead for two of ARL's regional "Paws to Celebrate" events and provide support as needed for the other events, with a focus on guest experience, and post-event follow up
- Maintain accurate and timely records of prospect research, engagement, and solicitation for assigned donors and prospects in Raiser's Edge database
- Identify and leverage planned gift opportunities
- Collaborate effectively with the entire Development department, senior management, board members, and key leadership volunteers to create an environment that fosters and encourages transformative gifts.

Qualifications:

- High School graduate or equivalent
- Three years of development experience including frontline fundraising and gift solicitation
- Excellent interpersonal skills to build strong relationships, and adapt to the needs of a diverse group of individuals at all levels of the organization
- Strong verbal, written, and presentation skills
- Ability to translate complex ideas into clear, high-impact messages
- Thorough, organized, and creative approach to major gifts work
- Strong time and project management skills with an ability to manage competing priorities
- Collaborative team player with ability to partner and work closely with high-level decision makers, board members, and other top-level volunteers as well as other internal and external constituents
- Proficiency in Microsoft Office suite and CRM databases
- High degree of confidentiality and the ability to handle complex situations with diplomacy and discretion
- Ability and flexibility to travel to program locations in Boston, Dedham and Brewster and other locations throughout Massachusetts in personal vehicle

Additional Information:

Schedule is 5 eight-hours days, Monday through Friday. Some evenings and weekends are required for meetings and special events.

Our EEO Policy:

ARL is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, national origin, ancestry, gender, gender identity or expression, age, marital or domestic partner status, citizenship status, sexual orientation, disability, genetic information, military or veteran status, or any other characteristic protected by applicable federal, state or local laws, regulations or ordinances.

Applicants with disabilities may be entitled to a reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a modification (or modifications) to a position and/or to the hiring process which will allow the individual to perform all of the essential functions of that position and/or complete the application process without imposing undue hardship on ARL. Please inform the ARL's recruitment team if you need an accommodation in order to complete any forms or to otherwise participate in the application process.

Employee's Signature

Date