



Homeward Pet Adoption Center

13132 NE `177th Place
Woodinville, WA 98072
425/488-4444

<https://www.homewardpet.org/>

OPEN POSITION: Development Director

Homeward Pet Adoption Center transforms the lives of cats and dogs in need through compassionate medical care, positive behavior training, and successful adoption while building a more humane community through outreach and education.

As one of the leading non-profit animal shelters in Washington State, founded in 1990, the shelter has matched more than 34,000 animals with safe and loving forever families.

In order to fulfill their mission, they are looking for a driven, goal-oriented **Development Director** for their Woodinville, WA, location.

Purpose of the position

The Development Director partners with the executive director and the development team to oversee the shelter's fundraising efforts, develop, execute, grow and the major gift program and manage the upcoming Rehoming Homeward capital campaign.

The Development Director leads the development team in planning and exercising sustainable small and large donation programs, events and fundraisers, and holds the strategic vision for increasing the fundraising capacity of Homeward Pet Adoption Center and the ability of Homeward Pet to move into a new facility in the coming decade.

You play a crucial role in ensuring that HPAC has the resources needed to continue the shelter's vital work in animal rescue and rehabilitation.

Duties and responsibilities

- Collaborate with the Executive Director, Board of Directors and other key stakeholders to create a strategic fundraising plan.
- Engage in major gift fundraising, including research, identification, cultivation, solicitation, and stewardship of major donors. Oversee the implementation of innovative, appealing small and large donation programs, while ensuring compliance with all relevant rules and regulations.
- Identify and cultivate relationships with new and existing major donors; oversee maintenance of accurate donor database.

- Oversee fundraising events and campaigns, such as the Rehoming Homeward capital campaign, that engage a broad base of supporters.
- Track and report on fundraising progress to the leadership team and board of directors, proactively and when asked; provide periodic updates for board meetings.
- Lead, manage, and hold the development team accountable for their performance, by setting clear objectives and measurable goals. Provide coaching, professional development, and support.
- Develop and monitor the department's budget, ensuring resources are properly allocated.
- Encourage a collaborative team environment across the Development team and within the organization as a whole, fostering teamwork, creativity, accountability and collaboration.
- Advocate for the shelter's mission, vision, and needs to a broad audience.
- Leverage technology to streamline development processes and enhance donor engagement utilizing a CRM program.
- Meetings and events may require you occasionally work nights and weekends.

Required Skills, Experience & Education

- Bachelor's degree, or equivalent experience, in Business Administration, Non-Profit Management, Communications, Marketing or related field.
- Certificate in Fundraising Management or similar credentials is a plus.
- Between 5-7 years of professional experience with major fundraising approaches, corporate strategies, and development within the non-profit sector. Proven track record of managing and growing small and major gifts programs, and graciously cultivating, soliciting and stewarding donors.
- Experience leading a team including hiring, coaching, and directing while building a culture of excellence and accountability.
- Comfort and confidence to work collaboratively with a willingness to give and receive feedback.
- Strong written and verbal communication skills.
- Exhibits personal humility, lead with transparency; collaborate and motivate others with personal positivity.

Compensation & Benefits

Annual salary: \$70,000 gross, full-time, salary-exempt

Benefits: Medical insurance
 Vision
 Dental
 24 days of PTO and 9 paid holidays per year
 Veterinary services for your dogs and cats

About Homeward Pet Adoption Center

"We believe that every cat and dog deserve a safe and loving home. Located in Woodinville, Homeward Pet finds new homes for over 1200 cats, dogs, puppies and kittens every year. We are dedicated to providing excellent care to our animals, and great service to our two-legged

visitors. As a privately funded 501(c)3 charity, we rely completely on donor support to help us provide food, shelter, vet care and more to each homeless cat or dog in our care. Over 75% of every dollar donated goes to the care of our animals.”

Mission

Homeward Pet Adoption Center transforms the lives of cats and dogs in need through compassionate medical care, positive behavior training, and successful adoption while building a more humane community through outreach and education.

Values

Compassion: Treat all animals and people with respect and empathy

Integrity: Act thoughtfully and community truthfully and transparently

Commitment: Ensure the well-being of animals is central to every decision

Collaboration: Foster an energetic and diverse community dedicated to animal welfare

Vision

A community where every cat and dog has a safe, caring home

www.homewardpet.org

How to apply:

If you're interested in this position, please apply directly or send your resume to HR@homewardpet.org.

Homeward Pet Adoption Center is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.