

MUTTVILLE

senior dog rescue



Position Title: Major Gifts Officer
Classification: Full-time, Exempt
Date: March 2023

Muttville is hiring! The first senior dog-focused shelter in California (and the third in the nation) is hiring a Major Gifts Officer.

Since its founding 15 years ago, Muttville has changed the way the world values senior dogs, and we recently reached the incredible milestone of saving our 10,000th senior dog. Muttville's first-in-the-nation cage-free facility, foster program, on-site veterinary suite, and hospice program are also innovations lauded and emulated around the country.

In late 2023, Muttville will move into its new 18,000+ square foot campus in San Francisco's Mission District. Thanks to the heroic generosity of its family of supporters, Muttville has nearly completed its \$25.5 million capital campaign and is ready to usher in its next chapter for senior dogs in its new forever home.

If you are looking to bring your skills and experience to our place of contagious joy, and be among the first of our team members to work in our new campus when it opens in 2023, we want to hear from you!

More about Working at Muttville:

We are a team-oriented organization with a positive attitude when it comes to helping animals and our community. In addition to our professional and resourceful staff, Muttville has a network of over 400 volunteers who contribute in every area of Muttville's work. Our inclusive culture empowers all of us to connect, grow, and to be a part of something very special. We value diversity in backgrounds and experiences and seek to hire and cultivate goal-oriented and innovative people who want to make the world a kinder place for both dogs and people.

As an employee of Muttville, you'll enjoy rewarding work and a friendly, fun-loving atmosphere. Our organization values the contributions, commitment, and hard work of our team, and is invested in our employee's mental and physical well-being.

Position Description:

Major Gift Officers are integral members of the Development team, consisting of committed, dependable, and fun-loving professionals. This team works collaboratively to inspire support for Muttville to meet our annual budget, which is over \$7M this year. Major Gift Officers work closely with senior leadership to identify, cultivate, solicit, and steward gifts in support of Muttville.

The purpose of this position is to secure funds for Muttville by managing a portfolio of donors and donor prospects to move them along a relationship continuum from awareness, to interest, to involvement, to investment, depending on where they currently are in relationship with Muttville. The job is to create a climate for donors to fall in love with our cause and support our continued success. This is achieved by creating a strategic donor cultivation plan, making and

keeping track of a targeted number of “moves” or “touches” per year. The culmination of these activities is a request for a gift/increased gift. The benefit of this position includes the satisfaction of helping donors fulfill their passions and interests through giving to Muttville.

Essential Duties:

Plan Development – Develop a systematic, yet tailored cultivation and ask plan for each top prospect in your portfolio, including steps, timelines, and goals. This is a process of taking large, mid-level, and prospective donors down a path of happy cultivation activities that builds up their loyalty and engagement with Muttville, resulting in larger gifts.

Donor Cultivation – Develop relationships with donors in your portfolio. For example, get in front of your top 10 donors once a month, your next 20 every other month, and your next 30 prospects once a quarter. Each of your top 60 prospects will have a defined cultivation move that is unique to each individual.

Discovery – Conduct prospect discovery work by sourcing prospects through reporting, data analysis, qualification and research.

Reporting – Update the donor database to reflect donor cultivation work, learned information, and next steps in a timely fashion. Create monthly reports for management that accurately reflect caseload activity and performance.

Fundraising Gala – Assist with Muttville’s annual Senior Prom fundraising gala. This includes but is not limited to helping secure donor sponsorships, auction items, etc., as well as pre- and post-event stewardship activities.

Systems – Enhance the operational efficiency of Muttville’s major giving program by developing, implementing, and ensuring that all systems and processes – from tracking prospect activity to gift documentation to reporting – are accurate and align with the needs and requirements the team and organization.

Familiarity – Maintain and in-depth knowledge of Muttville’s programmatic and financial activities and priorities, and relay accurate and appropriate information to donors in line with their needs and interests.

Team – Assist colleagues as needed to ensure priorities are reached and to demonstrate teamwork. Pre- and post- Prom and during the End of Year campaign are particularly busy times in Development. Strive to understand the roles and contributions of each member of the team. Assist with special events, projects, and tasks as needed. Support keeping our facility and offices organized, clean, and visitor-ready.

Culture - Keep Muttville’s lifesaving mission and overarching values central to everything we do, generate a culture of positivity, proactivity, hard work, resourcefulness, humor, and collaboration.

Position Requirements:

- Bachelor degree or higher required
- At least 5-7 years of professional or volunteer experience demonstrating skills and accomplishments that are transferable to this role including:
- Adaptive Communicator:
 - Highly compelling storytelling, written, and interpersonal communication skills with the ability to adapt the style and format for different audiences
 - Skilled at active listening, consistently making sure others feel heard and valued
 - Compassionate communication, both in speaking and writing, and particularly able to recognize the alignment of a donor's interests with the value of Muttville’s programs, services, and events
 - Ability to clearly and concisely communicate key information in meetings and presentations

- Demonstrated sensitivity and commitment to handle confidential or private information with discretion
- Proven skill and ability to effectively connect with, motivate, read, and lead a wide range of people and instill trust
- **Highly Organized and Capable:**
 - Track record of achieving performance goals and objectives
 - Ability to prioritize, plan for, and manage several milestones and projects efficiently
 - Focused, organized, entrepreneurial, and self-directed, with a high level of cultural fluency
 - Very strong attention to detail and to documenting projects, activities, and outcomes
 - Solid computer skills, database experience, data analysis, and reporting
 - Ability to work with a high degree of autonomy and accountability
- **Easy to Work With:**
 - Warm, approachable demeanor with a good sense of humor
 - Solutions-oriented and make-it-work mindset and enthusiast work style
 - Mature, self-aware, and socially aware, with a solid professional track record for problem-solving, successfully managing workplace relationships, maintaining a flexible mindset, and managing stress
 - Ability and commitment to build and maintain positive rapport with staff, donors, volunteers, board members, and partners, and to work as a member of a team
 - Ability to manage multiple tasks in a fast-paced environment while demonstrating a calm, flexible, and positive demeanor
 - Comfortable receiving and integrating feedback and suggestions
- **Mission Driven:**
 - Highly motivated to raise funds so we can save as many dogs as possible
 - Ready to jump in and work, proactively meeting challenges and finding ways to advance Muttville's mission and the Development team
 - Happy and comfortable to accommodate multiple dogs in work and office spaces

Physical Requirements & Work Environment

- This is a hybrid work arrangement, with the opportunity to work at home, at Muttville's headquarters, and at offsite donor meeting locations. Muttville's headquarters have shared office spaces with colleagues, volunteers, and dogs, so the ability to work successfully and in a non-stressful manner in our busy and bustling environment is required.
- Some travel, weekend, and after-hours work required
- Requires ability to speak clearly and distinctly to groups inside, outside, in small and large spaces
- Routinely uses standard office equipment
- Regular exposure to free-roaming office and headquarters dogs with limited alternatives available
- Subject to dog bites and scratches while handling dogs of questionable temperament
- Exposure to disinfectant solutions

Certifications and/or Licenses:

- Valid California driver's license and favorable driving history, and proof of auto insurance.
- Proof of COVID-19 Vaccination or waiver (medical or religious).

Reports to:

Chief Operating Officer

Salary and Benefits:

The anticipated salary range for this position is \$110,000-120,000. This does not include potential bonus compensation or other benefits which may impact total compensation. This salary range is subject to further modification. The actual offered salary to a successful candidate will be dependent on several factors that may include but are not limited to skill set, experience, education, and qualifications.

In addition to competitive salaries, Muttville offers a comprehensive benefits package to our regular, full-time employees. This includes health, vision, and dental insurance, a 401K retirement plan, life insurance, long-term disability, an Employee Assistance Program, paid time off, a gym membership to FitnessSF, and continuing education support.