

**CHIMP HAVEN
POSITION DESCRIPTION
DEVELOPMENT MANAGER**

POSITION TITLE: Development Manager

REPORTS TO: Chief Development and Marketing Officer

JOB CLASSIFICATION:

Shift: Days, but evening and weekend work may be required

Status: Full-time

FLSA: Exempt

Risk Level: 1

SUPERVISES: Directly supervise development assistant and part-time contract grant writer. Manages the relationship with other external partners and consultants.

ORGANIZATIONAL OVERVIEW: Chimp Haven serves as the National Chimpanzee Sanctuary and is located on 200 forested acres in northwest Louisiana just outside of Shreveport. Chimp Haven provides excellent care for over 200 chimpanzees retired from research or no longer used in the entertainment industry or as pets. As more retired chimpanzees make their way from research institutions to sanctuary, our population continues to grow. Chimp Haven has a well-designed facility to support the physical and emotional well-being of all animals, experienced staff and high standards for operational excellence. Chimp Haven offers a competitive salary, excellent benefits, fun working environment and an opportunity for professional advancement. Equal Opportunity Employer.

THE OPPORTUNITY: Plan, develop and manage Chimp Haven's annual fund including corporate and foundation relations, direct response, middle donor program, database management, donor stewardship and events. Lead, develop and successfully execute fundraising strategies to recruit, retain and grow the donor base, as well as generate the financial resources needed to support Chimp Haven's mission and strategic initiatives. Support marketing and communication strategy to increase national visibility, build reputation and drive fundraising results. As a member of the development team, serve as an ambassador for the organization and raise awareness of the work of Chimp Haven, articulating our message in a way that inspires others to act in service to the organization.

RESPONSIBILITIES AND SCOPE:

Fundraising and Development Operations:

- Create multi-year strategic annual fund plan by analyzing data to identify market segments for strategic cultivation and setting overall revenue goals. Create data-driven strategies to grow the annual fund while meeting/exceeding established revenue goal and targets each year. Particular emphasis should be on strengthening the middle donor program.
- Manage campaign timeline and revenue projections; course correct as needed to remain on target to achieve goal. Keep CDMO abreast of fundraising progress and challenges.
- Manage a nationwide donor/prospect portfolio. Cultivate, solicit, close and steward gifts from current and prospective donors (individuals, corporations and foundations) with an emphasis on foundations and leadership donors within the middle donor segment.
- Research potential funders, write grant proposals, submit required reports on time and steward funders effectively.
- Work with external direct response agency to develop and execute plan to drive increased revenue through direct mail and online giving while building a pipeline of donors.
- Assist CEO and CDMO with portfolio management as needed including preparation for travel, prospect cultivation, solicitations and stewardship.
- Identify, anticipate and adapt to changing market trends and business needs. Maintain an in-depth knowledge of fundraising best practices and innovative direct response marketing strategies to reach prospective donors and volunteers.
- Manage the stewardship process and plans (thanking donors, informing them about the impact of their gifts, etc.)
- Lead Chimp Haven group tours during Chimpanzee Discovery Days, and conduct private tours with donors and special

guests.

- Plan and execute special events onsite at Chimp Haven or in other cities across the country to support the development efforts.
- Manage operations through Raiser's Edge database to optimize donor relationships. Capture contacts, notes, giving history, etc. in account record and master report generation.
- Analyze data and prepare reports for Board meeting presentations, budget process, internal team meetings, key meetings with donors, etc.
- Work closely with team members across the organization to ensure consistent messaging and marketing of all Chimp Haven activities.
- Develop and manage key cause-related and other co-branding opportunities as appropriate.
- Support the capital campaign effort as needed by managing key aspects of the campaign including naming opportunities, signage, stewardship, reporting and events.

2. Leadership

- Lead, motivate and inspire others to accomplish their goals and objectives in ways that support organizational values.
- Communicate a clear vision and expectations; empower team members to create individual work plans; engage the team in problem-solving and the creation of new ideas, and celebrate team success.
- Provide team member feedback regarding performance and behavior, and coach for improvement through Catalytic Coaching process.

3. Other Responsibilities

- Attend training regarding chimpanzee safety, well-being, and species-type behaviors; seek out other learning opportunities to advance fundraising knowledge.
- Exhibit the highest ethical and moral values possible.
- Represent Chimp Haven in a professional manner at all times.
- Maintain a working knowledge of chimpanzee names, stories and personality traits to share with donors and potential funders.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration, Journalism, English, Communications or related field and 6+ years' experience in fundraising.
- Proven track record of researching funders and writing successful grant proposals.
- Knowledge of fundraising best practices.
- Demonstrated success in providing exceptional staff support to Board Members and campaign volunteers.
- Excellent written and oral communication skills.
- A passion for the mission and purpose of Chimp Haven.
- Ability to travel occasionally for donor cultivation or events.

PREFERRED KNOWLEDGE, SKILLS AND ATTRIBUTES:

- Six plus years progressively responsible experience in fundraising with individuals, corporations, government and foundations, with demonstrated success in growing both gifts and donor base; CFRE preferred.
- Results-driven and achievement oriented. Conveys optimism and demonstrates resilience. Recovers quickly from setbacks and overcomes obstacles.
- Thrives in an environment where you manage multiple projects at a time and work under tight deadlines.
- Conveys energy and passion about Chimp Haven's work and mission. Ability to tell our story with passion and enthusiasm using positive examples and stories relevant to Chimp Haven priorities and that resonate with our stakeholders.
- Collaborates with and achieves actionable results through others; ability to build strong and sustainable relationships with the capacity to interact with all levels in the organization and with key volunteers and donors throughout the country.
- Writes clearly and concisely; effective public speaker and presenter.

- Demonstrated experience using listening, diplomacy and tact to build strong relationships and motivate donors and volunteers.
- Collaborates with internal stakeholders; operates with authenticity, clarity, transparency and effectiveness.
- Willingness to seek and listen to feedback from others and find the best way to incorporate feedback.
- Excellent customer service skills with internal and external stakeholders.
- Demonstrates flexibility and patience, and is able to support leadership decisions even if personally in disagreement.
- Ability to remain calm under pressure and maintain positive interactions with volunteers, colleagues and donors even during times of stress.
- Strong technology skills; experience leading a data-driven approach to development. Proficiency in MS Office applications (Word, Excel, Outlook and PowerPoint) and Raiser's Edge.

LOCATION:

Position is based at Chimp Haven, our sanctuary in Keithville, LA., just outside of Shreveport.