



## Mid-Level Gifts Officer (Remote Position)

The Athens Area Humane Society rescues and protects companion animals by providing for their wellbeing, uniting them with loving homes, and advocating for a compassionate society. We envision a society where all dogs and cats have a loving home and the bond between pets and people is celebrated. Founded in 1899, AAHS is among the first charitable organizations in Athens and one of its most beloved. AAHS is supported largely by individual donors, adoption and clinic fees, and grant funding.

### **Job Summary:**

The Mid-Level Gifts Officer (MLGO) is responsible for implementing and managing AAHS's program for acquiring individual gifts in the \$500 to \$2,499 giving range, while also using prospect research tools to grow the caseload. This position works under the direction of the Chief Executive Officer (CEO) and in collaboration with the Marketing and Communications Manager to assure that ample unrestricted and program funds are generated to enhance and support the overall mission of AAHS.

### **Essential Duties and Responsibilities:**

- Manage a tiered portfolio of ~250 mid-level donors with planned touch points, prompt thanking and timely solicitations, with a premium placed on donor retention and increased giving.
- Provide in-depth research and analysis of individual donors and prospects using a variety of sources, tools and techniques, including DonorSearch
- Track research findings in CRM system (EveryAction) and assist with organization-wide efforts to acquire and maintain institutional data according to best practices in data management.
- Utilizes pre-existing content, such as email, newsletters, website, social media, and/or video content, to create personalized touch points for donors based on their interests and giving. Determines which donors would benefit from more personalization and increased frequency of contact. Ensure donors in mid-level portfolio receive a touch point at least every 60 days, if not more frequently.
- Use influence of the Board members, President/CEO, Program Director and Adoption Center/Spay Neuter Clinic, staff as appropriate, by including them when making key calls on prospective and current donors.
- Analyze AAHS's donor program and help develop strategies for acquiring, renewing, and upgrading caseload donors.
- Monitor the mid-level budgets and program performance, including oversight of income and expenses, and ensure accurate and timely recordkeeping and reporting.
- Manage the production of annual appeals, renewals, and upgrade materials, as well as all other correspondence and stewardship specific to mid-level annual fund gifts.
- Ensure that all donors and donor interactions are tracked accurately and that individual gifts are acknowledged in a prompt and appropriate manner.
- Organize donor cultivation events in coordination with the development department team, CEO, and events committee.
- Contribute to a positive and productive work environment by meeting attendance and punctuality guidelines and pre-arranging time off with appropriate notice, treating all people with dignity and respect, and exhibiting good listening and comprehension skills including giving and welcoming feedback.
- Facilitate team skill development by providing clear, behaviorally specific feedback and by making or eliciting specific suggestions for improvement in a manner that builds confidence and enhances results that can be effectively tied to budget forecasts.
- Assist with other duties assigned by the Chief Executive Officer.

*\*Athens Area Humane Society reserves the right to add or change duties at any time.*

### **Qualifications:**

- Minimum of two years of experience in non-profit, foundation, or association fundraising, with a proven track record of achieving ambitious revenue targets.
- Passion to be part of a vigorous, high-energy animal welfare and advocacy organization.
- Knowledge of techniques and best practices in annual giving including benefit fulfillment and stewardship communications (including email solicitations and social media strategies for online fundraising).
- Demonstrated ability to work collaboratively on a team and to build and maintain positive relationships with all levels of the organization.



## Mid-Level Gifts Officer (Remote Position)

- Excellent verbal and written communication skills; and effective presentation skills.
- Strong analytic skills, and ability to apply strategic and creative thinking.
- Collaborate with the Marketing and Communications Manager to ensure consistency with communications, messaging, and solicitations.
- Strong organizational skills, attention to detail, and ability to manage multiple projects simultaneously in fast-paced, results-driven environment.
- Strong interpersonal skills, maturity, tactfulness, good judgment, and ability to handle confidential information with discretion.
- Working knowledge of corporate giving a plus.
- Self-starter with ample intrinsic motivation and ability to work primarily remotely.
- Advanced knowledge and use of EveryAction and DonorSearch a plus. Proficiency with Microsoft Office applications a must.
- Bachelor's degree.

### ***To Apply:***

Please send a resume and cover letter indicating relevant experience, why you're the best candidate for the position, and salary requirements to Cheryl McCormick, CEO, at [cheryl@athenshumane.org](mailto:cheryl@athenshumane.org) and include MLGO in the email subject line. No phone calls, please.

### ***Diversity, Equity, & Inclusion Statement:***

We work to recruit diverse candidates and ensure our team members have all the tools they need to be successful. Our mission is most effectively fulfilled through proactively supporting the values of equity, inclusion, and diversity. Diversity may be measured by, but is not limited to, differences in age, ethnicity, race, gender identity, sexual orientation, economic circumstance, class, religion, disability, geography, and profession. We acknowledge and respect the many differences that comprise thriving communities and seek diversity in our staff to ensure that a range of perspectives, opinions, and experiences are recognized and acted upon in achieving our purpose. We intend to promote a fully equitable animal welfare sector that justly represents and serves all our constituencies. Consequently, we strongly encourage applications from candidates of color, LGBTQ+ identity, and other historically marginalized communities.

### ***Disclaimer:***

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

### ***EEO Policy Statement:***

It is the policy of AAHS to afford equal employment opportunities to all qualified individuals without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, caste, age, physical or mental disability, citizen status, veteran status, gender identity or expression, bankruptcy status or any other characteristic or status that is protected by federal, state, or local law.