



JOB ANNOUNCEMENT

Placer SPCA is seeking a talented and passionate fund development professional to join our team as the Annual Giving Manager. Under the supervision of the Chief Development & Marketing Officer, the Annual Giving Manager is responsible for developing and implementing strategies to cultivate, solicit, and steward individual, corporate and foundation donors, focusing on increasing and retaining annual fund revenue. This role involves managing fundraising events and campaigns (both online and offline), engaging with donors, and ensuring accurate and secure data management and reporting.

What You Will Be Doing

1) Annual Fund Management

- Formulate, execute, manage and evaluate annual giving strategies to increase annual revenue, grow the base of donors, level and frequency of giving. Annual efforts include direct mail, digital campaigns, monthly sustainer program, corporate partnerships, vehicle donations, workplace giving, third party and special events.*
- Establish and monitor annual strategies to identify mid-level donors with propensity for increased giving and assist in creating donor-specific strategies for cultivation and stewardship.*
- In partnership with marketing and communications team, create and manage organization's online fundraising program, annual giving days (e.g., Big Day of Giving, Giving Tuesday, etc.) and online donor cultivation and stewardship.*
- Manage third party fundraising efforts including Community Partner Events, donation drives, car donation program and similar efforts.*
- Oversee management of workplace giving campaigns including presence at presentations/tabling events, and annual certification process.*

2) Fundraising Event Management

- Plan, organize, and execute fundraising events that meet/exceed annual budgeted expectations.*
- Cultivate relationships with donors, build a network of supporters, and ensure donor and guest satisfaction.
- In partnership with the marketing and communications team, develop compelling and comprehensive sponsorship packages, event assets, and communications plans.*
- Serve as primary lead for event procurement.*
- Coordinate/manage sponsorship solicitation process including distribution of materials, invoicing and ensuring sponsor benefits are fulfilled as promised.*
- In collaboration with the Director of Engagement, supervise event volunteers and staff, delegate tasks, and provide guidance and support.
- Prepare and manage event budgets, event timelines, invoices, contracts and vendors.*

- Analyze event results, identify areas for improvement, and report on fundraising performance.*

3) Corporate & Foundation Relations

- Manage the annual grants calendar, including identifying and researching funding opportunities, working collaboratively with programs/operations staff to gather information and materials, and preparing compelling proposals to secure financial support.*
- Ensure compliance with grant guidelines and prepare reports as needed demonstrating impact of philanthropic investment.*
- Manage Corporate Partnership Program, including identification, solicitation and stewardship of corporate supporters.*

4) Donor Engagement

- Manage a portfolio of mid-level and major donors and prospects.*
- Cultivate relationships with existing and potential donors through various channels, including personalized communication, stewardship materials, and recognition programs.*
- Assist with implementing stewardship initiatives to express gratitude and recognition to donors, including personalized acknowledgment letters, plaques, and other recognition methods.*

5) Database Management

- Oversee processing of all donations, security, maintenance and integrity of donor data.*
- Ensure accuracy of donor records and database; maintenance of software and ongoing training of staff.*

6) Team Management

- May involve managing staff/consultants involved in database management, annual giving activities and events.*

7) Compliance & Reporting

- With the CEO and CDMO, ensure compliance with relevant laws and regulations governing fundraising activities.*
- Prepare regular reports on fundraising activities and donor metrics for organizational leadership.*
- Track and analyze fundraising data to identify trends, opportunities, and areas for improvement.

***=Essential Job Function**

What Qualifications Are We Looking For

- Bachelor's degree in a related field (Business, Nonprofit Management, Communications, etc.) desired.

- Minimum of 3-5 years' experience in fundraising, event management, donor relations, or related roles.
- Strong organizational and project management skills.
- Strong attention to detail, ability to analyze information and results driven.
- Excellent written and verbal communication skills.
- Strong interpersonal and relationship-building abilities.
- Proficiency with donor software program/management (Raiser's Edge preferred).
- Excellent working knowledge of software applications including Outlook, Word, Excel and PowerPoint.
- Ability to work collaboratively in a team environment.
- High ethics, initiative and creativity.
- Effective presentation and public speaking skills.
- Experience in animal welfare environment preferred.
- Possess a valid California Driver's license with good driver history and proof of current auto insurance.
- Ability to perform prolonged strenuous physical activity, including lifting and carrying supplies weighing up to 50 pounds for short distances with the help of fellow employees.
- Must be in good physical and mental health with no allergic condition that might be aggravated by exposure to animals.

Working Conditions

40-hour work week including weekends and evenings as scheduled, with intermittent overtime and/or evening work at sites away from the Center.

This position is non-exempt, with a pay range of \$33-\$38 per hour (\$70,000-\$80,000 annual salary) and is commensurate with experience.

Compliance with current PSPCA Employee Policy Manual.

Frequent contact with the public in a fast-paced and changing work environment, which may at times be stressful or emotionally charged.

Exposure to dead, sick, injured, unruly, vicious and/or dangerous animals and intermittent exposure to parasites and infectious diseases.

Willingness to attend training programs to upgrade skills as needed.

The Placer SPCA is an Equal Opportunity Employer.

Featured Benefits

Placer SPCA offers an outstanding benefits program including health coverage, dental care coverage, vision coverage, long-term disability insurance, life insurance, a retirement plan, and paid time off.

About Placer SPCA

Founded in 1973, the Placer SPCA is a 501(c)(3) non-profit organization dedicated to enhancing the lives of companion animals and supporting the human-animal bond. Today, we are the largest and most comprehensive nonprofit animal welfare provider in Placer County. In 2018 the Placer SPCA opened a best in animal welfare practices Adoption & Education Center and can house up to 4,000 animals annually. Currently, we are constructing a new 8,800 square foot Veterinary and Foster Care Center that will elevate our care for the medical needs of shelter and community animals. The Placer SPCA continues to grow and provide many innovative programs to enhance animal well-being and improve adoptability, such as: environmental enrichment and socialization strategies, behavior modification counseling and training, foster care, and mobile adoption. We also work closely with the community to provide adoption counseling, pet retention services, spay/neuter assistance and education, pet lost and found, humane education, collaborative rescue efforts, and volunteer opportunities.

Please submit your cover letter, [employment application](#), and resume to:

- **Email:** administration@placerspca.org
- **Mail:** Placer SPCA
Attn: Human Resources
200 Tahoe Avenue
Roseville, CA 95678