The Pennsylvania SPCA is a non-profit animal welfare organization founded in 1867. Our mission is to protect animals, prevent cruelty and improve the health and quality of life for animals in Pennsylvania.

**Development Manager**

*FLSA Status: Exempt*

**SUMMARY:** The Development Manager is an integral part of the development team at the Pennsylvania SPCA. Reporting to the Executive Director of Philanthropy, the Development Manager will have three primary responsibilities (1) overseeing the operations side of the Development Team, (2) securing and stewarding foundation support, and (3) working with the team on corporate partnerships and funding.

**DEVELOPMENT OPERATIONS TEAM MANAGEMENT**

The Manager will oversee the operations of the development office including but not limited to incoming/outgoing mail processing, gift acknowledgement workflow, donor outreach, office administration and meeting preparations. The Manager will also ensure timely reporting from the database coordinators as requested by the Director of Events, Managers of Mission Advancement and the Executive Director of Development. The Manager will also ensure proper engagement and recognition of the department’s volunteers.

**FOUNDATION MANAGEMENT**

The Manager will manage the grants program for all 4 PSPCA locations. They will collaborate with programmatic staff, research and identify prospective funders, write and submit compelling proposals, letters of intent, supporting documents, and interim and final reports. The Manager will also track, manage, request and report on funding through EITC, Combined Federal Campaigns and United Way.

**CORPORATE PARTNERSHIPS**

The Manager will work closely with the Executive Director of Philanthropy on identifying, securing, and stewarding corporate partners in support of the PSPCA. This will include corporate research, preparing presentations for meetings, and sending stewardship materials (written documents, videos and photographs) to corporate partners. The Manager will work with the PR and Communication Team to properly acknowledge corporate partnerships on the website and in the media.

This team member must have excellent management skills with the ability to motivate a team, adhere to deadline and effectively problem solve. Writing, grammar, research, proofreading, and copy editing skills are required. They also have excellent attention to detail in crafting grant narratives, budgets, program evaluations, grant reports, and other grant documents. They are able to plan, organize, and lead multiple projects, establish priorities and meet deadlines.

**EXPERIENCE, ABILITIES AND QUALITIES REQUIRED:**

* Prior management experience required
* Minimum three years grant writing experience (*preferred*)
* Thorough knowledge of the grant application process with proven success in securing grants from institutional and government funders
* Excellent written and verbal communication skills. Must be able to work with members from all across the organization.
* Effective research skills
* Excellent time-management skills/ multitasking
* Organized with high attention to detail
* Ability to perform well under pressure
* Ability to work both as a member of a team and independently with minimal supervision
* Ability to maintain confidentiality and work with a wide range of people
* Experience with Raiser’s Edge (*preferred*)
* Proficient with Microsoft Word, Excel and internet research
* Performs other duties as needed pertaining to the grant process, the Development Department, and the larger organization as a whole.
* Ability to be on call.
* Interest in current animal welfare issues and promoting the PSPCA’s lifesaving mission
* Ability to effectively communicate the rationale for PSPCA policies and procedures
* Must have a sincere interest in the work, programs and mission of the Pennsylvania SPCA.

**EDUCATIONAL REQUIREMENTS:**

* College degree.
* Minimum of three years of related experience.

**IMMEDIATE SUPERVISOR**: Executive Director of Philanthropy

**HOURS FLSA STATUS**: EXEMPT POSITION Minimum of 8 hours per day, 40 hours per week. Daily hours and days of the week may vary according to the needs of the department schedule.

**INTRODUCTORY ASSESSMENT PERIOD**: The introductory assessment period runs from the date of hire for three months thereafter. For employment in any position with the Pennsylvania SPCA, this introductory assessment period is the period during which the specifics of the job are learned. During this period, either the employee or the Pennsylvania SPCA may end the employment relationship without notice or prejudice.

**EMPLOYMENT:** There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Pennsylvania SPCA that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the Pennsylvania SPCA or the employee, may terminate that employment at any time. The Chief Executive Officer has final authority over these decisions and determinations.

The Pennsylvania SPCA is an equal opportunity employer