



Director, Development and Communications

FLSA Status: Exempt

ACCT Philly is a 501c3 non-profit founded in 2012, and serves the City of Philadelphia by contract providing animal care and control services for the entire city. ACCT Philly is the region's largest animal care and control service provider and only open intake shelter. Our mission, is to *provide shelter, care and life saving efforts for homeless, abandoned, and abused animals and protect the health, safety, and welfare of the citizens of Philadelphia, providing a benefit to all of the citizens of the City of Philadelphia regardless of race or economic status.* Philanthropy plays a crucial role in ACCT Philly's ability to deliver on this mission and we are eager to add a dynamic, charismatic, and energized professional to our team to lead these efforts.

Located in North Philadelphia, ACCT Philly serves nearly 16,000 animals annually—from dogs and cats, to small animals, reptiles, birds and wildlife. We offer pet surrender, pet placement through adoption and rescue, owner surrender prevention resources, dog licensing, lost and found services, animal ordinance complaints, community cats, response to dangerous dogs and animal bites, and raccoons and wildlife services.

Guided by a Board of Directors comprised of passionate and generous community, civic, and business leaders, ACCT Philly is committed to pursuing best practices, partnerships, and funding from diverse audiences to support our goal of saving all healthy and treatable animals. The mission comes to life each day at the hands and hearts of a staff of roughly seventy full and part-time employees and a compassionate and committed community of volunteers. As we approach our 10th anniversary year, we aim to dramatically enhance our fundraising and communications program to elevate our reputation and provide meaningful and impactful giving and engagement opportunities to a wide variety of funders.

SUMMARY

Reporting to the Acting Co-Executive Director, the Director of Development and Communications is responsible for the design, planning and implementation of a comprehensive and integrated fundraising and communications strategy.

The successful candidate will plan, develop, implement and oversee all fundraising and communications activities for the organization, based on a formalized fund development program and marketing strategy that ensures adequate funding for shelter operations, programs, services and special projects and initiatives.

The ideal candidate will motivate, lead, set objectives, manage performance of staff and leverage and engage ACCT Philly's talented volunteers and Board of Directors to achieve stated goals. He/she/they will enthusiastically represent and promote the organization within the community to ensure a broad base of funding resources and work closely with the Executive Directors to support the organization's mission and programs through resource development and integrated communications. This individual embodies the ACCT Philly core values of transparency, respect, innovation, commitment, empathy and professionalism at all times, with all stakeholders.

CORE RESPONSIBILITIES

Fundraising

- Collaboratively plan, implement, and supervise a comprehensive fundraising program designed to secure significant financial resources from individuals, corporations and foundations to support the ACCT's mission and strategic priorities.
- Develop and coordinate all established and new activities for annual giving, major gifts, online giving, events and event sponsorships, workplace giving, direct mail and in-kind donations etc.
- Communicate and work with funders and volunteer committees regarding major gifts, online giving, event sponsorships, workplace giving, direct mail and in-kind donations etc.
- Identify and cultivate grant opportunities, oversee and coordinate the writing and submission of proposals and reports, and maintain and grow relationships with grantors.
- Identify areas in need of funding or marketing attention and then translate strategies into concrete actions.
- Lead the overall engagement and activities of the Board of Director's Development Committee.
- Develop and oversee a comprehensive stewardship program that plans for and considers supporters at all levels, ensuring they feel appreciated, informed, and engaged.
- Think strategically and create plans that reflect best practices but also competitive and breakthrough strategies and approaches. Make strategic decisions based on analysis, wisdom, experience and judgment.
- Support the Acting Co-Executive Directors in their fundraising activities, and track and report to them on all fundraising efforts and results.

Communications and Marketing

- Oversee the Communications Coordinator in their work to guide the strategic communications and marketing efforts to increase ACCT Philly's visibility, supporting content development and identifying new media opportunities, while ensuring that all external materials align with and enhance ACCT Philly's presence and identity.
- Act as an additional spokesperson, maintain and seek out new partnerships and opportunities to improve ACCT Philly's reputation, and attend meetings and other nonprofit events as a representative of ACCT Philly, as needed.
- Provide strategic visioning and direction related to the development and implementation of the organization's digital, print, and visual media communications, its website, public relations, and advertising.
- Work closely with staff to ensure overall consistency with organizational image and message. This includes newsletters, website and social media content, news releases, advertising, annual impact report, major donor communications, informational materials, program flyers and brochures.

Collaboration

- Serve as a member of the leadership team, working with the Acting Co-Executive Directors and all directors to provide input, suggestions, and recommendations and incorporate the same from fellow team members.
- Supervise, motivate, and empower support staff and effectively communicate verbally, in writing and electronically, with all functional groups.

- Train, direct and supervise development and communications employee(s) and volunteers in their responsibilities and provides on-going support and evaluation.
- Regularly review and update department policies and procedures.
- As the department grows, provide onboarding, coaching, and direction to new hires.
- Foster an environment of creativity, collaboration, and professional growth.

QUALIFICATIONS

- Passion for the mission of ACCT Philly and an ability to articulate it effectively.
- Bachelor's Degree in Communications, Marketing or another related field preferred.
- Minimum of eight years' experience in the fundraising and/or communications or a combination thereof.
- Experience with developing and maintaining productive working relationships with board members, donors, directors, and staff.
- Strong creative, strategic, and organizational skills.
- Must be capable of utilizing a wide range of problem-solving tools and coaching approaches to meet external and internal customer needs.
- Highly motivated self-starter who can work independently and on a team.
- Management and directorial capabilities; able to train and lead staff or volunteers.
- Demonstrated ability to speak effectively before large groups and communicate effectively both orally and in writing.
- Must be able to handle difficult and impassioned situations and people with poise, understanding and tact.
- Use knowledge of Word, Excel, Power Point, Little Green Light, Classy, and MailChimp

WORK ENVIRONMENT

ACCT Philly is currently open to the public 10am to 6pm every day of the year. An employee may have as many as 300 interactions with the public in a given day. The shelter operates at a fast pace, and employees are exposed to odors and high levels of noise while performing their job.

Reports To: Acting Co-Executive Director

Supervises: Development Manager and Communications Coordinator

Compensation: \$90,000 annually

Hours: Minimum of 8 hours per day, 40 hours per week. Hours and days may vary according to the needs of the department. Some after hours and weekend work is required for special events.

ACCT Philly is an equal opportunity employer committed to enhancing diversity, equity, inclusion, and accessibility.