



Position Title: Deputy Director of Development

Department: Development

Reports to: Laurie Peterson, Vice President of Development

Position Summary: The Deputy Director of Development will work closely with the Vice President of Development as second in command to achieve the annual \$10M revenue goal. The Deputy Director will work with senior staff and represent the Vice President of Development in inter-departmental meetings as well as supervising teams for annual giving and organizational giving. This role will be responsible for managing a small giving portfolio of mid-level donors.

About Morris Animal Foundation:

Morris Animal Foundation is the oldest and largest non-profit source of funding for science that improves the lives of animals. Established in 1948 by Dr. Mark Morris, DVM, the Foundation has funded over 2000 studies and committed over \$118M to research benefitting companion animals and wildlife. Based in Denver, Colorado, our staff of 35 professionals manages approximately 250 studies at any given time, including the Canine Lifetime Health Project, the largest and most far-reaching study run to date in veterinary medicine. Each year, over \$7M of new research funding is committed through working practices that ensure only the most scientifically robust and impactful studies are supported. Building on this impressive and solid history, the Foundation is entering a new era. We believe with the increasing recognition of the vital role animals' play in the lives of humans, extraordinary growth of our mission is not only possible, but imperative. There is a tremendous amount of work to be done, and we are focused on scalable and sustainable growth of revenues and programs to meet the need.

Golden Retriever Lifetime Study:

The Golden Retriever Lifetime Study (GRLS) is a longitudinal study of approximately 3,000 Golden Retrievers, in which detailed information (including medical, lifestyle and environmental data) and biological samples are routinely collected throughout the life of each dog. Launched in 2012, the goal of this study is to discover new insights into the causes and risk factors for a variety of disorders commonly found in Golden Retrievers and other breeds of dogs.

Position Functions:

- Manage goals for organizational and annual giving
- Participate in ongoing review and revision of fundraising strategy and goals
- Develop letters of inquiry, proposals, presentations, general correspondence, acknowledgements, and reports for constituents



- Write and edit internal development briefings, status reports, summaries and other informational documents for senior staff
- Ensure accuracy of organizational giving calendar and tracking system for grant related information
- Stewardship of corporate donors and prospects; work with Vice President to cultivate and enhance donors and prospects as needed
- Plan and coordinate events in conjunction with special events staff to cultivate donors and prospects
- Manage special projects as directed
- Supervise Donor Relations, Annual Giving and Organizational Giving Teams
- Implementation of best practices in dealing with all donors
- Solicit gifts at all levels with strong historical success of moves management
- Create proposals and matching opportunities while cultivating and stewarding mid-level donors
- Support members of the development staff for fundraising strategies and development planning
- Maintain key relations
- Oversee database and record management
- Supervises and coordinates the activities of the development team
- Proactively develop strategies for long-term success
- Articulate programs, projects and plans to senior management
- Enable staff to perform at the highest level to achieve the best possible outcomes

Position Requirements:

- Strong interest and passion for animals (previous experience in an animal-based or science organization a plus)
- Minimum 10 years development and fundraising experience
- Financial acumen for developing and managing budgets
- Bachelor's Degree required, Master's Degree preferred
- Solutions-oriented and can successfully balance both staff and senior management needs and expectations
- Strong familiarity of philanthropic community in Denver, with an emphasis on corporate partnerships, major and planned giving
- Minimum of three years management experience
- Superior presentation and interpersonal skills, with the ability to inspire and motivate donors and prospects, as well as staff
- Ability to prioritize and work in a very fast-paced environment and to juggle multiple projects, with strong attention to detail
- Excellent writing and editing skills
- Excellent computer skills with all Microsoft Office programs and Raiser's Edge, or equivalent database experience
- Ability to think at a high level about foundation priorities



- Excellent analytical/problem-solving skills
- Track record of working with corporate, foundation, and major gift partners
- Strong and disciplined leader who can support and motivate a team of development professionals and staff

Position Specifications: Full time, exempt, supervisory position

Please email your resume, cover letter and salary requirements in a word document or pdf, labeled with your complete name to Laurie Peterson at lpeterson@morrisanimalfoundation.org. Please list "Deputy Director of Development" in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**