



Position Title: Deputy Director of Membership

Department: Development

Reports to: Chief Development Officer

Position Summary: The Deputy Director of Membership is responsible for all general membership components of Morris Animal Foundation's membership programs. The position is responsible for managing a high performing team and for providing detailed data and report analysis and strategic leadership in all solicitation and cultivation efforts. The Deputy Director of Membership oversees all fundraising techniques that support the MAF annual fund. Goals will be focused on growing membership and revenue through member retention and acquisition efforts, mining the membership database to determine opportunities for strategic growth in giving and working with vendors to reduce expenses and maximize efficiency.

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 benefiting 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.

Position Description:

- Works with Chief Development Officer to create strategic annual fundraising plans, including budgets, to meet revenue and expense goals.
- Handles ongoing management and execution of membership strategies for entire Membership team
- Manages all development reporting and projections for senior management and all membership reporting to finance.
- Represents MAF membership program at board meetings, conventions, on advisory groups in person and at conferences.
- Oversees all development vendor contract processes and billing.
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- Uses comprehensive database analysis to determine key opportunities for targeted fundraising efforts.
- Runs high-level, complex queries to analyze current membership status and predict future trends
- Oversees all membership communications online, on air and in print
- Provides accurate financial accounting and best practice procedures related to membership revenue.
- Provides standards of excellence in customer service, reflecting the values and professionalism of MAF.
- Provides leadership and mentorship to members of the Membership and Development teams
- Promote and adhere to Foundation Core Values: Excellence, Respect, Compassion, Collaboration, Innovation, and Determination.
- Other duties, as assigned.

Position Requirements:

- Proven success in the management of high performing teams.
- Possess an entrepreneurial spirit with an ability to research and develop new fundraising methods.
- Connection with the mission and purpose of MAF.
- Proven ability to plan strategically and execute precisely.
- Proven analytical skills to uncover opportunities and greater efficiencies in fundraising.
- Ability to use direct and digital marketing efforts to move donors and prospects up the ladder of engagement with the goal of increasing revenue and sustainability.
- Ability to work collaboratively toward goals, possessing superior interpersonal and leadership skills.
- Excellent oral, written and listening skills.
- Strong proficiency with computers and software including spreadsheets, word processing and donor database systems.
- Experience managing and directing vendor relationships.
- Experience using Raisers Edge a plus.
- Bachelor's degree or equivalent experience required; public media experience a plus.

Position Specifications: Full time, exempt, supervisory position

Morris Animal Foundation offers competitive pay with job growth and professional development opportunities for its employees. Our benefits package includes paid employee health, dental, vision, short-term disability, long-term disability and life insurance, as well as a matched 403b, a lifestyle spending account and, our favorite benefit, dogs in the office.



Come be part of a compassionate and collaborative organization bursting with pride for its mission!

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