



Second Chance Pet Adoptions Job Description

Position: Director of Development
Reports To: Executive Director
Function: Development
Location: In office, Raleigh, NC
Status: Full-time, Exempt

Organizational Overview

Second Chance Pet Adoptions is a 501(c)(3) nonprofit animal rescue organization. Our mission is to champion homeless cats and dogs who are healthy or treatable in the quest to find their forever homes, and to engage with our community to promote responsible pet ownership—ultimately reducing future generations of homeless animals.

Second Chance Pet Adoptions is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Position Summary

The Director of Development is a strategic, donor-facing leader responsible for all aspects of Second Chance's development function. This includes shaping and executing the annual Development Plan in partnership with the Executive Director and Board of Directors as part of the organization's broader business plan. As a member of the leadership team, this role helps foster a results-driven culture grounded in collaboration, accountability, and impact.

Essential Interfaces

The Director of Development works closely with staff, board members, volunteers, donors, adopters, fosters, partners, and vendors to bring the Development Plan to life in support of Second Chance's mission. Core internal collaboration includes the Executive Director, Manager of Marketing and Events, and Volunteer Manager. The role also partners with the Development, Racing for Rescues, and Evening of Pawsibilities committees, along with the Board of Directors. This position has no direct reports but a dotted line from the Manager of Marketing and Events.



Key Responsibilities

1. Development

Responsible for an annual development budget in excess of \$1MM across several hundred individual and business donors annually.

- a. Create the annual Development Plan, including year-over-year growth goals, as a core component of the Financial Plan in partnership with the Executive Director and staff for approval by the Development Committee and Board. The plan includes revenue and expenses by category and aligns with a multi-year development strategy.
- b. Lead strategy and execution of all activities to achieve plan goals, with clear KPIs across all revenue streams, including individual and corporate donors, annual partners, events, campaigns, grants, and in-kind support.
- c. Expand philanthropic support by identifying and implementing innovative fundraising approaches.
- d. Build and manage a strong donor pipeline by identifying, cultivating, soliciting, and stewarding major, individual, and corporate donors. Actively engage in the community and leverage eTapestry and other systems to grow and track relationships.
- e. Oversee donor relations and stewardship, coordinating communications with the Manager of Marketing and Events.
- f. Lead grant efforts, including research, writing (directly or with qualified volunteers), timely submission, and required reporting.
- g. Recruit, engage, and serve as staff liaison to the Development Committee.
- h. Facilitate participation of Board members and key volunteers to actively support fundraising efforts.
- i. Ensure timely and accurate gift processing, including database entry, deposits, and donor acknowledgments.
- j. Maintain effective donor recognition and stewardship programs to ensure donors feel valued and engaged.
- k. Monitor fundraising trends and proactively champion ways to strengthen engagement and results.

2. Marketing and Communications:

Although marketing and communications are the direct responsibility of the Marketing and Events Manager (dotted line), the Director of Development collaborates to:

- a. Maintain compelling, up-to-date development content across all channels, including the website and social media.



- b. Plan and execute fundraising campaigns, including mid-year, year-end, direct mail, and digital efforts.
 - c. Cultivate media and community relationships, secure coverage, develop messaging, and serve as a spokesperson as appropriate.
 - d. Identify and execute timely “campaigns of opportunity” (e.g., urgent medical fundraising needs).
3. Events
- a. Serve as the development lead for key fundraising events including Racing for Rescues, Evening of Pawsibilities and others.
 - b. Serve as a staff liaison to Racing for Rescues, Evening of Pawsibilities, and other key event committees.
 - c. Support the fundraising components of adoption events, open houses, and other non-major events, contributing to the planning and in-person execution of each as needed.
 - d. Plan and lead donor cultivation events in partnership with staff, committees, and Board members.
 - e. Build relationships with local businesses to secure event sponsorships, partnerships, in-kind support, and donations.
4. Identify, develop, and manage development-related vendor relationships.
5. Partner with the Volunteer Manager to identify, recruit, train, and support volunteers for development activities and events.
6. Champion process and system improvements to strengthen efficiency and impact, particularly within the development function.
7. Track and report monthly on KPIs against the plan, adjusting strategies as needed to ensure success.
8. Ensure compliance with all applicable federal and state fundraising regulations and standards.
9. Support Adoption Center activities and perform other duties as needed.

Expertise:

- 1. Bachelor’s degree required, nonprofit management, business, communications, marketing, or a related field preferred.
- 2. CFRE certification strongly preferred.
- 3. Minimum 5 years of nonprofit development leadership experience, including creating and successfully executing integrated development plans with clear



strategies, tactics, and metrics in partnership with staff, volunteers, and Board members.

4. Demonstrated success across key fundraising areas, including major gifts, planned giving, corporate partnerships, annual campaigns, events, and grants.
5. Strong understanding of the nonprofit sector, including fundraising regulations, best practices, and current trends.
6. Experience collaborating with marketing functions is strongly preferred.
7. Minimum 3 years of event planning and management experience.
8. Strong interpersonal and presentation skills, with the ability to effectively cultivate and engage donors.
9. Excellent written and verbal communication skills, including relationship-building with individual and corporate donors; copywriting skills are a strong plus.
10. Personnel management experience a plus but not required.
11. Advanced proficiency with donor databases/CRMs (e.g., Blackbaud eTapestry, Raiser's Edge, Bloomerang, Neon CRM, DonorPerfect); eTapestry experience a strong plus.
12. Proficiency with office and collaboration tools (Microsoft Office and/or Google Workspace), email, browsers, and cloud-based systems, with the ability to quickly learn new platforms.
13. Experience in animal rescue or a related nonprofit field is highly valued but not required.

Required Personal Attributes:

1. Deep passion for homeless animal advocacy and the mission of Second Chance.
2. Collaborative, "can-do" mindset with openness to new ideas, adaptability, and continuous improvement.
3. Strong critical thinking skills with a data-informed, fact-based approach to decision-making.
4. Proactive self-starter who takes ownership, seeks challenges, and is committed to ongoing learning.
5. Change-oriented mindset, with the ability to drive initiatives and achieve results independently and through others.
6. Highly adaptable, eager to learn, and consistently demonstrates professionalism.
7. Strong organizational skills, with the ability to manage multiple priorities, maintain attention to detail, and follow through with accountability.



8. Treats others with respect and courtesy, contributing to a positive, team-oriented environment and strong internal and external relationships.
9. High energy, enthusiasm, and a positive attitude, with a commitment to excellence.
10. Demonstrates honesty, integrity, open-mindedness, and a genuine enjoyment of working with others.
11. Maintains professionalism and composure in all situations.
12. Prioritizes the well-being of the organization and its mission.
13. Promotes a humane, compassionate approach to all animals, always treating them with respect and care.

Physical and Other Demands:

Attendance: Standard business hours are Monday through Friday, 8:00 AM to 5:00 PM. Evening and weekend hours are occasionally required to support events.

Environment: Primarily an indoor, climate-controlled office setting, with regular participation in off-site and outdoor events.

Job Task Specifics: Must be comfortable working with cats and dogs. Regularly required to sit, stand, walk, reach, and lift; occasionally required to stoop, kneel, crouch, or crawl. Must be able to lift or move up to 40 pounds.

Valid driver's license and reliable transportation required.

Limitations and Disclaimers:

1. This job description outlines general responsibilities and is not intended to be an exhaustive list of duties or required skills. Employees and volunteers are expected to follow supervisory direction and comply with all applicable federal and state laws.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions, provided such accommodations do not pose a direct threat to health or safety.
3. Second Chance Pet Adoptions is an equal opportunity employer. All qualified applicants will be considered without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, genetics, disability, age, or veteran status.



Compensation and Benefits:

Compensation is expected to be in the range of \$100,000 to \$110,000 based on experience. A generous benefits package includes paid time off, 9 paid holidays, partial medical, vision, and dental insurance, SEP (simplified employee pension) IRA after 6 months of employment, and non-commute mileage reimbursement.

To Apply:

Submit a cover letter and your resume [HERE](#). Applications will be reviewed on a rolling basis, with a priority deadline for applications received on or before July 31, 2026.