**Grants & Development Manager**SPCA Westchester, Briarcliff Manor

SPCA Westchester is a no-kill, 501(c)3 not-for-profit animal welfare organization dedicated to saving homeless, abused and abandoned animals and to protecting animals from cruelty and neglect through education and enforcement of humane laws.

The SPCA is a growing organization that strives to offer as many competitive benefits as possible to attract talented candidates to join our team of dedicated and mission driven staff members. Your skills and individual talents will make a difference in the lives of homeless animals. Benefits include: health insurance, dental, vision, 401K. (expand)

**Job Description**: In collaboration with the Executive Director and Director of Development, create and implement a strategic fundraising plan to grow program and operating support. Playing a key role on a small and dedicated team, the successful Grants & Development Manager provides hands-on experience in all facets of nonprofit fundraising while having an impact on the SPCA’s day-to-day and long-term animal welfare operations.

**Primary Responsibilities**

* Manage the foundation and corporate grants program by researching and writing grant proposals and strategizing to maintain and grow revenue from current and potential funders. Responsible for gathering necessary statistics, financial information, and mission related content.
* Participate in the development of long and short-term strategic fundraising plans for all aspects of fund-raising including: new prospect identification, cultivation, solicitation, and stewardship of donors, adopters and clients.
* Manage a portfolio of donors in collaboration with the Director of Development to help identify and grow significant individual giving.
* Write creative and inspiring content for various marketing and fundraising efforts including but not limited to: e-newsletters, donor reports and proposals, online solicitations, annual report and various marketing materials.
* Engage current and new support through briefings and facility tours and organize smaller-scaled cultivation and donor appreciation gatherings.
* Work with development team to plan and implement the SPCA’s annual fundraisers and create new, innovative community outreach events to bring further awareness to the SPCA’s mission and programs.
* Help to create and manage comprehensive communications and marketing materials to build program and mission awareness in the community.

Qualifications:

* Bachelor’s Degree (required).
* 3+ years fundraising experience, knowledge of grants a bonus but will train the right candidate.
* Proficiency with graphics helpful but not required. Knowledge of graphic design applications such as Canva, Adobe Express and similar programs is helpful, but not required.

Requirements:

* Exceptional communication, writing, interpersonal, and organizational skills.
* Ability to work independently and be a self-starter is a must.
* Must be tech savvy and able to research and gather data across multiple software programs and social media.
* Proficient with the Office suite of products including Excel, Word, and PowerPoint.
* Knowledge of fundraising software helpful
* Proven ability to thrive in a small, fast-paced environment while prioritizing multiple responsibilities and deadlines.
* Must be a collaborative and positive team player with a strong work ethic.
* All employees must provide proof of Covid-19 vaccine and appropriate boosters.

Please submit a cover letter and resume to *Shannon@spcawestchester.org.*
\**SPCA Westchester* is an Equal Employment Opportunity employer.