



PASADENA  
HUMANE

Chief  
Philanthropy  
Officer

**[www.PasadenaHumane.org](http://www.PasadenaHumane.org)**



**All Inquiries**

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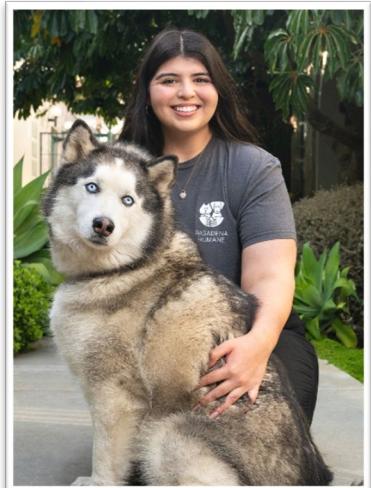
**ORGANIZATION:** Pasadena Humane  
[www.PasadenaHumane.org](http://www.PasadenaHumane.org)

**HEADQUARTERS:** 361 S. Raymond Ave.  
Pasadena, California 91105

**POSITION:** Chief Philanthropy Officer

**REPORTS TO:** Chief Executive Officer

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# ABOUT US

Pasadena Humane is more than an animal shelter; we are a community-supported animal resource center providing compassion and care for all animals.



Since 1903, Pasadena Humane has offered lifesaving programs and services for animals and the people who love them in the Greater Los Angeles Area.

At our Pasadena campus, we provide shelter, dedicated care and new beginnings for thousands of our community's most vulnerable animals every year. In addition to pet adoptions and foster, we focus on programs and services aimed at helping people care for and keep their pets, such as free and low-cost spay/neuter and vaccines, a pet food pantry, and an animal support call center.

Pasadena Humane provides animal care and control services in Altadena, Arcadia, Bradbury, Glendale, La Cañada Flintridge, La Crescenta-Montrose, Monrovia, Pasadena, San Marino, Sierra Madre, and South Pasadena.

In 2023, Pasadena Humane helped more than 47,000 animals through adoptions, wildlife rehabilitation, lost & found, veterinary services, training classes, and surrender prevention assistance.



This year, in response to the tragic Eaton Fire – one of the deadliest and most destructive wildfires in California history – Pasadena Humane has taken in over 1,000 animals, including pets, wildlife, and livestock.

## OUR HISTORY

Pasadena Humane was founded in 1903 by a local Methodist group as “The Pasadena Humane Society for the Prevention of Cruelty to Children and Dumb Animals.” Like many turn-of-the-century humane societies, Pasadena Humane worked to ensure the humane treatment of draft animals, as well as rescuing and rehoming orphaned and abused children. Companion animals gradually replaced working animals as Pasadena Humane’s main focus, as working horses were retired in favor of modern machines.

In 1914, we purchased the property where today’s shelter is located on Raymond Avenue. The oldest building at our shelter dates back to 1929 and is located behind the modern-day dog kennels. The historic building on Raymond Avenue, which currently houses our adoptions office and animal resource center was completed in 1932 and provided a source of employment to local families during the Great Depression.

In the postwar years, Pasadena Humane expanded its number of dog kennels, built new cat housing and additional storage facilities. In 1984, Pasadena Humane was recognized as a Cultural Heritage Landmark by the City of Pasadena. The shelter remained essentially

untouched until a major renovation was completed in the mid-90's which greatly expanded onsite animal capacity in a park-like setting and created a dedicated space for humane education activities.

In 2014, Pasadena Humane doubled in size with the opening of the Animal Care Center. This new campus includes a low-cost public spay/neuter clinic, behavior and training center, updated dog boarding kennels and expanded retail store.

In 2015, the Neely Cat Center and Flora L. Thornton Foundation Critter House opened, providing cats, rabbits and other critters a dedicated space of their own.

In 2021, our wild friends moved into the Sandra J. Goodspeed Wildlife Center, which includes an intensive care unit for critically ill and injured animals, a separate incubator room to care for orphaned babies, and outdoor space to prepare orphaned, growing wildlife for release back into the wild.

Over the last decade, Pasadena Humane has adopted progressive sheltering practices focused on increasing adoptions, providing outstanding care, and helping to keep animals in the home through shelter prevention programs.



## MISSION

To lead the way toward a compassionate and caring community for all animals.

## VISION

Companion animals reside in loving homes.  
Communities respectfully coexist with wildlife.

## ANNUAL IMPACT

- More than 47,000 animals helped.
- Lifesaving shelter and care for nearly 6,000 companion animals.
- New, loving homes for more than 3,000 animals.
- Temporary foster care for more than 2,000 animals.
- Nearly 600 lost animals reunited with their owners.
- Response to nearly 4,000 urgent wildlife calls and text messages.
- More than 185,000 meals provided through our Pet Food Pantry.
- More than 4,500 affordable wellness services provided to the public.
- Education classes and workshops for nearly 1,000 kids.
- Training classes for more than 400 pets.
- Response to nearly 10,000 calls by our Animal Control Officers.

# THE OPPORTUNITY

Pasadena Humane has partnered with **Black Swan Direct** in its search for a dynamic and dedicated Chief Philanthropy Officer to lead its annual fundraising efforts and campaigns to further expand the organization's lifesaving impact.

The Chief Philanthropy Officer is responsible for planning, organizing, and executing the annual fundraising plan in support of Pasadena Humane's mission and strategic plan. This position provides both strategic expertise and operational support in all areas of development, including annual giving, major gifts, planned giving, direct mail, grants, corporate giving, and fundraising events. They develop dynamic fundraising, cultivation, and stewardship strategies to deepen donor relationships and expand the base of support to ensure the long-term sustainability and growth of the organization.

The Chief Philanthropy Officer leads and manages the Philanthropy Division, building and developing a talented staff to support both strategic fundraising goals (nearly \$10 million for 2025) and operational needs.

The Philanthropy Division includes the Senior Director of Philanthropy, the Philanthropy Coordinator, Philanthropy Operations Coordinator, Philanthropy Assistant, and a newly created Major Gifts Officer position.

## The Ideal Candidate:

- Is an experienced, compassionate, and collaborative fundraiser with a commitment to the mission of Pasadena Humane.
- Has demonstrated success in raising philanthropic support.
- Understands and embraces a philosophy of building strong relationships with donors, volunteers, and staff.
- Has exceptional interpersonal and communication skills, strong personal integrity, and an ability to build effective relationships with a variety of personalities and demographics among donors, volunteers, trustees, and employees.
- Demonstrated track record of multitasking with positive results.
- Has excellent organizational skills and is detail-oriented; adapts well to change.
- Has strong oral and written communication skills and a thorough understanding of Pasadena Humane's programs and services.
- Has demonstrated success in creating and promoting a diverse, inclusive, and respectful workplace environment.
- Upholds the mission of Pasadena Humane throughout their work.

## Requirements & Qualifications

- Minimum 15 years of advancement experience and experience in the areas of donor stewardship, relationship building and extensive experience in major gifts strategies. Minimum 5 years experience in building and leading successful philanthropy teams.
- Experience in animal welfare or animal shelter preferred.

- Bachelor's degree from an accredited four-year college or university in communications or a related field or an equivalent combination of education and experience.
- Certified in planned giving, CFRE, ACFRE, or CAWA preferred.
- Understanding of fundraising and a demonstrated knowledge of development, marketing and communications.
- Extensive demonstrated success with securing major gifts from individuals, corporations, and foundations.
- Experience with major gift fundraising including identification of prospects, formulating cultivation plans, personally soliciting and securing major gifts and conducting an effective stewardship program.
- Excellent interpersonal skills; sensitive to the needs of donors, volunteers and peers.
- Team player who inspires collaboration and functions decisively, but also has the ability to work independently. Ability to motivate staff to reach development goals.
- Superior organizational skills; confident self-starter and finisher, paying close attention to detail and follow through.
- Highly comfortable with public speaking, giving presentations, and face-to-face donor solicitation.
- Excellent written and verbal communication skills with a solid foundation in composing donor stewardship materials.
- Flexible, energetic, creative, with a strong work ethic, a sense of humor and the ability to work in intense settings responding to many agendas and needs.
- Proficient in computer applications including Microsoft suite and email, including competency with donor CRM databases.
- Strong sense of professional judgment and ability to maintain confidentiality.
- Active listening skills are a must.
- Ability to work and thrive in a fast-paced environment with shifting priorities.
- Strong sense of professional judgment and ability to maintain confidentiality.
- Must be able to model Pasadena Humane's Core Values of Learning, Integrity, Collaboration, and Kindness.
- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must be able to work independently with minimal supervision.
- Must have a positive attitude and sense of humor.



# THE POSITION

## Chief Philanthropy Officer

The Chief Philanthropy Officer (CPO) is responsible for providing leadership, planning, directing, and implementation of the fundraising efforts of Pasadena Humane. They are responsible for contributing to the on-going stability of the organization through the efforts of the Philanthropy Division while serving as an integral member of the Executive Team which collaborates to set goals, monitor work and evaluate results of Pasadena Humane's objectives. They ensure fundraising requirements are met and in line with the needs and the mission of Pasadena Humane while overseeing the development of objectives, activities and goals relating to funding the Annual Fund and other funds and campaigns as needed. The development program consists of, but is not limited to Individual Giving, Institutional Giving, Corporate Giving and Special Events.

### Responsibilities

- Plans, organizes, oversees and manages Pasadena Humane Philanthropy Division and fundraising programs.
- Collaborates with the Executive Team to set overall organizational policies and priorities and strategic plan.
- Contributes to the building of a culture of philanthropy at Pasadena Humane.
- Create fundraising strategies that allow for cultivation of meaningful and philanthropic relationships with external audiences including donors, prospects and key influencers.
- Develop and implement an annual development plan to meet funding needs of Pasadena Humane.
- Identify, cultivate and solicit contributions from individuals, foundations and corporations.
- Supervise development and implementation of strategies for Individual Giving, Institutional Giving, Corporate Giving and Special Events.
- Promote diversification and growth of donor base with an emphasis on major gifts and planned giving.
- Assess fundraising potential of special projects through cost/benefit analysis.
- Play a lead role in fundraising efforts, including grant writing and donor visitation.
- Oversee gift processing and donor relations ensuring that the acknowledgement program is timely, accurate and consistently recorded.
- Creates and ensures the writing of and the proper implementation of divisional policies, procedures and programs.
- Responsible for the implementation, management, supervision, training, terminations, evaluation and general productivity of the workforce of all Division of Development employees. Ensures all team members meet or exceed the expectations of the organizations mission and values.
- Work with administration on purchasing, ensuring inventory control, and budget creation, analysis and forecasts. Act as vendor liaison for projects.
- Ensure a positive, educational approach to customer service with a goal of educating the public and keeping animals in homes as appropriate. Promote positive relations with the general public, volunteers and staff while promoting

Pasadena Humane's programs, policies and philosophies. Address customer complaints.

- Uphold Pasadena Humane's mission and contribute to building a culture of philanthropy.
- Ensure a safe working environment and actively participate in Pasadena Humane safety programs.
- Participate as needed in special department projects.
- Work as a team member with other departmental managers.
- Represent Pasadena Humane at outside meetings, act as a liaison with other organizations and contractors/partners as needed. Make presentations and speak publicly about Pasadena Humane.
- Perform other duties as assigned.

## Expectations and Working Conditions

- Must come to work regularly and on time. Must be able to work according to the needs of the department schedule, including early hours, weekends, and holidays. Evening and weekend event participation is required.
- Fast-paced environment. Employees are exposed to numerous animals (live and deceased), including those with uncertain dispositions. They are required to act in a safe and responsible manner.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl; talk or hear and/or smell. The employee must occasionally lift and/or move up to 25 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## Salary & Benefits

- \$175,000 - \$215,000 annually.
- Comprehensive benefits including health, dental, and vision.
- Flexible Spending Account (FSA).
- 403(b) retirement plan with up to a 6% match annually.
- Life and Long-Term Disability Insurance.
- Paid time off (18 days, plus six paid holidays, floating holidays and birthday day off).
- Commuter Plans with Pasadena Humane contribution.
- Continuing education opportunities for qualified employees.
- Shelter and other employee discounts.
- Relocation expenses negotiable for the successful candidate.

Pasadena Humane is an Equal Opportunity Employer. It is our policy not to engage in discrimination against any individual or harassment of any person seeking employment with our organization on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, genetic information, or status as a covered veteran including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws. This policy applies to all employment practices including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable state and Federal laws. Federal law requires proof of citizenship or "alien right to work" status. Pasadena Humane maintains a drug free workplace and performs pre-employment substance abuse testing.



# PASADENA, CALIFORNIA

## The Historic City and Home to the Tournament of Roses Parade

Nestled at the base of the San Gabriel Mountains and located 10 miles northeast of downtown Los Angeles, Pasadena – home to roughly 135,000 residents – is famous for its museums, historic architecture and the Tournament of Roses Parade every New Year.

Pasadena is a city brimming with exciting attractions, cultural landmarks, and outdoor adventures. From exploring the iconic Huntington Library and Gardens to enjoying a leisurely stroll through the historic Old Pasadena district, there's something for everyone. Whether you're a foodie looking to indulge in top-notch cuisine, an art enthusiast eager to visit the Norton Simon Museum, or an outdoor lover ready to hike The Arroyos, Pasadena promises to be unforgettable.

## Historical Significance

Founded in 1886, Pasadena is the second-oldest city in the Los Angeles area. The city became a popular winter resort town for wealthy Easterners to vacation to by train. The area was shaped by influential people like railroad tycoon Henry Huntington, who established the Huntington Hotel, now known as the Langham Huntington Pasadena, in addition to the Huntington Library, Art Museum and Botanical Gardens. Architect brothers Charles and Henry Greene – renowned for their contributions to the American Arts and Crafts movement – built most of the homes in Pasadena's "Little Switzerland." Charles See and his mother, Mary, started See's Candies from their home in Pasadena, and Julia Child, the famous chef who brought French cuisine to the USA, was born there.

## The Rose Parade and Pasadena Humane!

For millions of people around the world, the Rose Parade is an iconic New Year's Day tradition. The earliest Tournament of Roses – on January 1, 1890 – drew 3,000 spectators and showcased beautiful, flower-covered, horse-drawn carriages. More than a century later, the parade draws an estimated 800,000 spectators and the parade floats are a marvel of state-of-the-art technology, all tucked away beneath flowers and other all-natural materials.

The Rose Parade's stunning floats have come a long way since the early days of the Tournament, but the parade has always stayed true to its floral roots. Every inch of each float is covered in flowers or other natural materials, such as leaves, seeds, and bark. Even the most delicate blooms, like roses, are carefully placed in individual vials of water and added to the float, one flower at a time. It's a process that blends artistry, tradition, and nature!

### Pasadena Humane and Hill's Pet Nutrition

teamed up for the second consecutive year to raise awareness about pet adoption with our "Welcome Home" float at the 2025 Rose Parade® presented by Honda on New Year's Day.

The "Welcome Home" float, built by Artistic Entertainment Services (AES), celebrates the joy and companionship pets bring to our lives while highlighting the life-saving power of adoption. Every dog and cat featured on the float has been adopted from Pasadena Humane with support from Hill's Food, Shelter & Love Program.



## An Eye for Architecture

Pasadena is chock-full of architectural gems. Frank Lloyd Wright's La Miniatura is an eight-minute walk from The Gamble House in Pasadena's Little Switzerland, where most of the homes were designed by Greene & Greene. Bungalow Heaven is a landmark district containing 800 small Craftsman homes built from 1900 to 1930. At the heart of downtown Pasadena sit City Hall, the Civic Auditorium and the Public Library – all inspired by the City Beautiful Movement. A number of Mediterranean Revival buildings anchor Pasadena's historic Civic Center District.



## Festivals and Cultural Activities

Pasadena is a city with longstanding traditions, including distinctive festivals. Winter festivals include the Tournament of Roses and Live on Green. Spring is for the architecture enthusiasts with three major events, the Spring Home Tour, Pasadena Showcase Home of Design and Bungalow Heaven Home Tours. Summer brings the Pasadena Chalk Festival and the bi-annual Colorado Street Bridge Party. In the fall, don't miss Craftsman Weekend and Art Night Pasadena. Every second Sunday of the month, vintage treasure hunters flock to the legendary Rose Bowl Flea Market.



## The Arts

Pasadena is a hub for music and theater, offering a diverse range of performances and events throughout the year. One of the most popular destinations is the Pasadena Playhouse, a historic theater that has hosted productions featuring some of the most well-known actors of our time. The theater presents a variety of productions, from classic plays to contemporary works, as well as special events and programs.



Another must-visit destination for theater lovers is A Noise Within, a professional repertory company that stages classic plays from Shakespeare to Shaw. The theater also offers educational programs and workshops for students and theater enthusiasts of all ages.

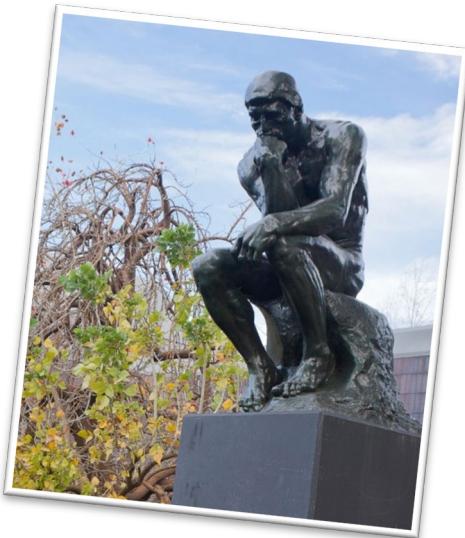
Lineage Performing Arts Center is a unique space that presents a variety of performances, from contemporary dance to spoken word poetry. The center also hosts workshops and classes for dancers and performers of all levels.

Finally, the Pasadena Civic Auditorium is a historic venue that has hosted a variety of events, from music concerts to award shows.

### **Impressive Museum Collections**

Pasadena is home to an abundance of renowned cultural institutions, many within walking distance of one another. The Norton Simon Museum is known for its extensive collection of art from around the world, including works by Picasso, Rembrandt, and Van Gogh.

The Huntington shows the private collection of the Huntington family and doubles as a research institution. The University of Southern California Pacific Asia Museum, housed in a mansion inspired by the Chinese Qing Dynasty, is dedicated to the arts and culture of Asia and the Pacific Islands. The Pasadena Museum of History is dedicated to the history, art and culture of Pasadena and the west San Gabriel Valley.



Finally, the USC Pacific Asia Museum is a unique destination that explores the art and culture of Asia and the Pacific Islands. The museum features a collection of over 15,000 objects, including textiles, ceramics, and paintings, as well as several exhibitions and events throughout the year.

### **Shopping, Dining and Entertainment Districts**

Downtown Pasadena is made up of four unique districts offering shopping, dining and entertainment. Pasadena's 19th century roots are still reflected in Old Pasadena, the city's original marketplace and oldest commercial area. The Playhouse District is an artsy neighborhood surrounding California's State Theater, the Pasadena Playhouse. This district is the performing arts hub featuring Boston Court Performing Arts Center and Ice House Comedy Club, as well as coffee shops and wine bars. The South Lake Avenue District is a European-style, tree-lined boulevard



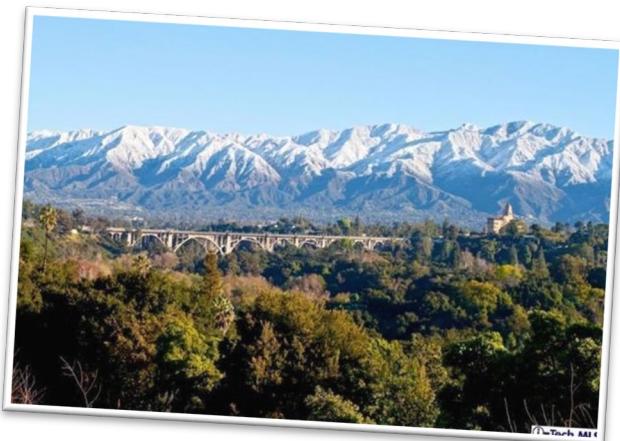
where people can pamper themselves at a diverse collection of boutiques and delicious restaurants. The Civic Center District (between Old Pasadena and the Playhouse District) is home to beautifully designed buildings reflecting Beaux-Arts and Mediterranean Revival architectural eras. For a more local experience, get off the beaten path and explore East Washington Boulevard for artisanal coffee and ice cream, South Fair Oaks Avenue for antiques, and Lincoln Avenue for brunch and craft beer.

## Outdoors

With temperate weather, ample wildlife, and natural areas, Pasadena is home to the ancestral lands of the Hahamonga band of Tongva people. They settled along the Arroyo Seco, which runs through Pasadena to Los Angeles from the San Gabriel National Monument. Today, the area's urban wildlife continues to nurture the wellbeing of locals and visitors from around the world. Explore active life in Pasadena, where you can experience the vibrant cycling and hiking communities as well as try new recreational activities such as archery or lawn bowling.

## Outdoor Recreation

With 300 days of Southern California sunshine, Pasadena is the perfect place to enjoy a variety of outdoor pursuits. Adventure seekers will enjoy hiking, backpacking, and mountain biking in the San Gabriel Mountains National Monument, including the Angeles National Forest. Within the Arroyo Seco, experience archery, picnicking, disc golf, dog walking, and casting practice for fly fishing. Throughout the community, there's wonderful golf courses, lawn bowling, croquet lawns, manicured parks and playgrounds, and vibrant botanical gardens. Nestled at the foothills of majestic mountains, Pasadena is gifted with an abundance of urban wildlife, including resident peacock and parrot populations.



## Dog-Friendly Trails!

Pasadena is a wonderfully dog-friendly city, with plenty of outdoor spaces and amenities designed to accommodate four-legged friends. Dog owners in Pasadena have access to numerous dog parks, including the popular Alice's Dog Park, which boasts separate areas for small and large dogs. Additionally, many of the city's restaurants and cafes have outdoor seating areas where dogs are welcome.



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## Procedure for Applications, Nominations, and Inquiries

**Black Swan Direct has been retained to conduct this search** on behalf of Pasadena Humane. Consideration of candidates will continue until the position is filled.

Candidates should submit, in confidence, a resume and cover letter. All communications, nominations, applications, and inquiries concerning this search should be directed to Rich Anderson at [Rich.Anderson@BlackSwanDirect.com](mailto:Rich.Anderson@BlackSwanDirect.com).

Prior to submitting your resume for this position, please read it over for accuracy. Black Swan Direct does verify academic credentials for its candidates, and our clients frequently conduct background checks prior to finalizing an offer.

