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## JOB POSTING

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**POSTING DATE:** 2/26/2018

**POSITION:** SPECIAL EVENTS COORDINATOR

**CLOSING DATE:** OPEN UNTIL FILLED

**STATUS:** FULL TIME, NON-EXEMPT

**PREFERRED EXPERIENCE:** 1 year experience in fundraising, sales, or marketing

**REQUIRED EDUCATION:** Some college, BA preferred

**SALARY:** DOE

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## JOB DESCRIPTION

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Responsible for the coordination of all aspects of Special Events as needed. Assists with planning, developing, and implementing various fundraising opportunities for the organization. Supports the Development Manager and Chief of Community Engagement coordinate at the strategic and tactical levels with other functions of the agency.

### Principle Duties and Responsibilities

- Coordinates all aspects of Special Events, including (but not limited to) creating organizational timelines, identifying potential revenue streams, procuring necessary materials and supplies, researching and booking vendors, and corresponding with all involved parties. Annual special events include: the Friends for Life Luncheon, El Rey Fido, Poochamania, the Big Give Spring VIP Event, and others as needed.
- Organizes all 3<sup>rd</sup> Party Fundraising Events and develops strategies to grow them throughout the year.
- Creates social media campaigns, including copy writing and posting timelines, for events and fundraising initiatives as needed.
- Works closely with the Special Events Committee and assists them with identifying potential fundraising opportunities. Assists with committee meetings by sending reminders, preparing reports, taking minutes, and following up with requests.
- Manages Combined Federal Campaign (CFC) applications and requirements.
- Maintains and updates fundraising software and applications. Researches new applications to enhance current fundraising initiatives.
- Participates in media for special events as needed.
- Provides support with planning and carrying out efforts to cultivate donors and create sustainable fundraising opportunities.
- Conducts research, analysis, planning, and presentations to carry out fundraising efforts and identify new prospects.
- Assists Development Manager and Chief of Community Engagement with conducting successful donor cultivation contacts:
  - Designs recognition and cultivation systems for current and prospective donors
  - Communicates with donors on a timely and regular basis
  - Establishes relationships with donors
  - Communicates with donors in a timely manner regarding questions, donations and other needs
  - Handles donor questions, needs and complaints courteously and professionally
- Provides support in researching, identifying, and tracking donor management opportunities.
- Actively seeks new fundraising and donor cultivation techniques and methods (other organizations, fields, estates, industries).
- Monitors competitors' activities and best practices.
- Maintains an overall customer service mindset and collaborative attitude.
- Ability to learn and maintain use of the fundraising database and positively collaborate with the accounting department.
- Leads the organization and performance of routine general office duties, such as filing and other functions as needed.
- Other duties as assigned.

### Key Qualifications

- Proven organizational skills
- Proven track record of exemplary written and oral communication
- Ability to comfortably present material to internal and external audiences
- Proven efficiency in working with others to reach common goals and objectives
- Skilled at establishing and cultivating strong relationships with peers across different levels of the organization and externally

#### **Work Environment**

- Potential for exposure to zoonotic diseases
- Exposure to high noise levels when in kennel area
- Potential for animal bites and scratches while handling animals

#### **Physical Requirements**

- Ability to drive a vehicle
- Willingness to work weekends, holidays, and off-hours, on occasion
- Ability to speak, hear, walk and be exposed to animal noises, chemicals used to sanitize facilities, vehicles, or equipment and other physical situations that involve all forms of animal life

#### **Additional Attributes**

- Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others
- Commitment to a high standard of safety and willingness to comply with all safety laws and all of the agency's safety policies and rules.
- Willingness to report safety violations and potential safety violations to appropriate supervisory or management personnel
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity

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