



JOB POSTING

POSTING DATE: 11/29/2022

POSITION: DEVELOPMENT ASSOCIATE
(Events Concentration)

CLOSING DATE: OPEN UNTIL FILLED

STATUS: FULL-TIME, NON-EXEMPT

PREFERRED EXPERIENCE: Two years in fundraising

REQUIRED EDUCATION: Pursuing degree or BA preferred

SALARY: DOE

JOB DESCRIPTION

Primarily responsible for the coordination of all aspects of special fundraising events. Assists with the planning, developing, and implementing various fundraising opportunities for the organization. Reports to the Director of Community Engagement to help coordinate at the strategic and tactical levels with other functions of the agency.

Principle Duties and Responsibilities

Special Fundraising Events:

- Coordinates all aspects of Special Events, including (but not limited to) identifying potential revenue streams, procuring necessary materials and supplies, researching and booking vendors, and corresponding with all involved parties. Annual special events include our annual El Rey Fido, Friends for Life, the Big Give, Giving Tuesday, and others as needed.
- Organizes all 3rd Party Fundraising Events and develops strategies to grow them throughout the year.
- Tracks budget and revenue for all events.
- Creates social media campaigns, including copy writing and posting timelines, for events and fundraising initiatives as needed. Works closely with the PR team to produce quality collateral.
- Participates in media for special events as needed.

Development Programs:

- Assist with designing and providing stewardship to our supporters.
- Responsible for managing in-kind donations.
- Assists with all aspects of maintaining our donor database software, Salesforce. This includes (but is not limited to) data entry, running thank you letters, and staying up-to-date with new database functionality. Also helps answer donor questions regarding making gifts.
- Assists with writing fundraising copy as needed, including (but not limited to) direct mail, newsletter, grant, and special event/social media copy.
- Assists 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.
- Acts as SAHS spokesperson as assigned – to include presentations, behind-the-scene tours, off-site events, and other opportunities as needed.

Key Qualifications

- Proven organizational, skills and ability to manage time and multiple projects, efficiently to meet multiple deadlines.
- Ability to work in a team environment yet be self-directed, as required.
- Proven track record of exemplary written and oral communication a must.
- Excellent attention to detail; ability to proofread effectively.
- Working knowledge of Salesforce or similar database.
- 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

- Must have a valid Driver License.
- 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.
- Ability to sit for 8 hours a day, some walking, stooping, and standing.
- Ability to carry and lift up to 25 lbs.

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.