



JOB POSTING

POSTING DATE: 10/15/2025

CLOSING DATE: Open Until Filled

REQUIRED EXPERIENCE: 2 years of experience in communications, fundraising, sales, and event planning

REQUIRED EDUCATION: Associate's degree, Bachelor's degree in a related field, or equivalent work experience

STARTING BASE PAY: DOE

REPORTS TO: Brand Manager

POSITION: Community Engagement Associate

STATUS: Full-Time (Exempt)

JOB DESCRIPTION

Principal Duties and Responsibilities:

This position is part of the Community Engagement team and works closely with all departments within the group. While reporting directly to the Brand Manager, the role will be responsible for assignments and tasks from the Director of Community Engagement and managers in Public Relations, Development, and Outreach who are part of the team. The ideal candidate is an enthusiastic and mission-driven individual with strong communication skills and creativity, and a collaborative spirit, eager to learn and contribute in a fast-paced, community-focused environment

Public Relations and Communications

- Assist the Public Relations Team in preserving and building the SAHS brand by maintaining a keen eye for branding standards and consistency in both internal and external communications
- Participate and lead media appearances and interviews (TV and Radio), featuring pet visits, sponsor mentions, organizational updates, and special events to promote visibility and outreach as needed.
- Plan and execute PR campaigns to promote events, initiatives, and impact stories.
- Create engaging pet features and educational videos for use on YouTube, the organization's website, and other digital platforms.
- Draft and design the organization's monthly e-newsletter, highlighting news, success stories, and upcoming events.
- Create and schedule content for social media platforms (Facebook, Instagram, X, TikTok, etc.), using engaging visuals, videos, and captions.
- Produces copy for print and web publication including media releases, e-newsletters, magazine articles, social media posts, website content, newsletter content, and etc.
- Create various graphics and documents for other departments as needed.
- Produces adoptable pet descriptions, stories, and videos and allocates them to the appropriate sources (e.g. online, kennel doors, traditional media, etc.)
- Take photos of adoptable pets for use online.

Development

- Assists the Development Team in maintaining relationships with donors through events, communication, stewardship and acknowledgements.
- Cultivate donor stewardship, including thank-you calls, handwritten notes, donor-centered events, and social media campaigns recognizing donor support.
- 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.
- Drive the growth of third-party fundraising events by coming up with ideas, reaching out to businesses and companies that align with our brand and mission, and serving as the liaison between the organization and event partners.
- Coordinate and attend fundraising events, representing the organization professionally and enthusiastically.
- Promote and highlight fundraising events on social media to drive engagement and encourage participation.
- Handle donor questions, needs and complaints courteously and professionally.
- Writing of various fundraising materials, including direct mail, newsletters, grants, and event/social media copy.
- Create and provide packets for donor meetings.
- Acts as SAHS spokesperson as assigned – to include presentations, behind-the-scene tours, off-site events, and other opportunities as needed.

Outreach

- Attend and support community and volunteer events, including school tours, career days, and local volunteer initiatives.
- Assist with youth and educational programs like Camp Humane and Tails for Tales.

- Represent the organization by hosting tables at community outreach events.
- Coordinate and support group volunteer days.
- Promote and highlight outreach events through engaging social media content.

Knowledge and Skills:

- Excellent customer service skills.
- Experience managing confidential data.
- Expected to maintain a positive and professional demeanor, fostering a respectful and collaborative work environment.
- Excellent writing and interpersonal skills.
- Knowledge of Microsoft Office (specifically Word, Excel, and PowerPoint), G-Suite, Salesforce (or other donor CRM software), Canva, and email/internet software.
- Ability to learn, manage, and operate unique programs such as Salesforce, Qgiv, and other third-party fundraising software.
- Ability to work and run programs independently and with others.
- Adapt to changing situations and take instructions well.
- Excellent attention to detail; ability to proofread effectively.
- Prefer some administrative experience and prior experience in a nonprofit fundraising environment

Work Environment:

- Potential for exposure to zoonotic diseases.
- Exposure to high noise levels, chemicals used to sanitize facilities, vehicles or equipment and other physical situations that involve all forms of animal life.
- Potential for animal bites and scratches while handling animals.
- Must have reliable transportation.

Physical Requirements:

- Valid driver's license and proof of automotive insurance.
- Exposure to animal noises, chemicals used to sanitize facilities, vehicles, or equipment and other physical situations that involve all forms of animal life.
- Willingness to work evenings, weekends, and holidays. Shifts vary based on organization and volunteer needs.
- Requires the ability to lift and move up to 50 pounds and use of manual dexterity.
- Requires the ability to be constantly mobile.
- Ability to effectively handle all sizes of animals including large dogs up to 50 lbs.

Additional Duties and Responsibilities:

- Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others.
- Ability to follow oral and written instructions.
- Ability to plan, organize, and work with minimal supervision.
- Attend SAHS events as needed.
- Assist other departments and/or programs as needed and/or required.
- Ability and flexibility to accommodate last-minute program and schedule changes with a positive and supportive attitude.
- Responsibility for completion of all online training curriculum by assigned deadline.
- Ability to work well with a diverse team of staff and volunteers, as well as individually, with limited direction.
- Must support and demonstrate the agency's Core Values – Customer Service, Adaptability, Respect, Responsibility, Integrity, and Compassion.
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.
- Other duties as assigned by the Brand Manager and Director of Community Engagement.

Apply online at SAhumane.org/employment