

## **POSITION SUMMARY**

Under the direct supervision of the Development Director, works to increase financial support and expand awareness of the organization. Supports fundraising, marketing, media relations, community outreach and volunteer projects. Responsible for coordinating Napa Humane's fundraising and community events, donor database administration, and donor acknowledgement. Assists Development Director with implementing the annual development plan to further the mission of Napa Humane. Provides general and administrative support to the Executive Team.

## **DUTIES AND RESPONSIBILITIES**

### ***Additional duties may be assigned***

- ***Donor Relations/Fundraising*** - Responsible for gift processing and acknowledgment; manages and maintains the database ensuring data integrity; manages mail/email lists; prepares reports and donor analysis information.
  - Enter donation and donor interaction information into the donor database; maintain and update donor records; produce and distribute gift acknowledgement letters
  - Create donor data reports and pull data as needed including weekly donor activity reports; reconcile upon completion of major activities (e.g., fundraising events, direct mail campaigns, etc.)
  - Assist with developing policies and procedures for donor database administration and other development functions as identified
  - Assist with preliminary research, drafting and proof-reading of grant proposals and sponsorship opportunities
  - Assist with the donor retention and stewardship program
  - Manage donor database including auditing data randomly to ensure quality and integrity of data input
- ***Events and Community Outreach*** - Coordinates all aspects of events, including Napa Humane's major fundraising events, sponsored events, donor cultivation, and community events
  - Put together, mail, and track donation requests and sponsorship packages
  - Administer auction donation lists; pick up and drop off donations
  - Manage vendors including acquiring vendor quotes, contracts oversight, create master implementation schedule for vendors and load in week, and day-of vendor management
  - Obtain required event permits
  - Maintain guest lists including analysis and report requests for guest mailing lists
  - Organize event materials and assist with other event-related administrative tasks
  - Assist with day-of event coordination and volunteer management
  - Participate in recruiting, training, and creating recognition for volunteers
  - Help represent Napa Humane at community events and among stakeholder groups
  - Manage post-event wrap-up including thank you letters, invoices, and providing event statistics
- ***Marketing and Media Relations*** - Assists with creating marketing materials and campaigns spanning traditional and new media in support of Napa Humane overall, and specifically the organization's programs and services.
  - Help with writing, editing, and producing both print and e-newsletters
  - Assist with website content, and with traditional and social media efforts

- Ensure both Napa Humane locations have sufficient supplies of current organizational collateral and donation forms
- **General/Administrative**
  - Respond to and field general inquiries received by email, phone and through website
  - Handle administrative details associated with events committee and board meetings including catering, set-up, packets, etc.
  - Provide general administrative support through filing, copying, ordering supplies, etc.
  - Manage the master office calendar
  - Coordinate ordering of branded items with vendors and manage inventory
  - Receives and routes incoming and outgoing mail and communications
  - Support the Executive Team with other related duties as assigned
  - Provide front office support as needed

## **QUALIFICATIONS**

- Strong commitment to Napa Humane's mission and vision
- Bachelor's degree preferred
- Two years of fundraising, event management and administrative experience, or four years of related experience (preferably in a nonprofit fundraising or development setting) or a combination thereof
- Must be available to work occasional evenings and weekends
- Possess a high degree of initiative and ability to exercise good judgement
- Ability to accept and follow instructions, maintain effective working relationships, and work independently and with staff that may be located offsite
- Meticulous attention to detail and ability to produce error-free work when performing a variety of functions including: keyboarding, text editing, data entry, file management, and calculations
- High degree of organizational skills, superior prioritization, and time management skills for ongoing and new projects
- Must demonstrate strong written and oral communication skills as well as critical thinking skills
- Desire to continuously seek excellence in delivery of programs and services
- Ability to develop and maintain positive, harmonious and respectful working relationships with individuals including staff at all levels, committee members, clients, and volunteers
- Ability to realize the importance of professional confidences and maintain highest levels of confidentiality with regard to donor records and fund development information
- Desire to develop a knowledge base and gaining new skills in the area of fund development
- Experience with, or desire to learn, presentation, graphics, and database software.
- Experience with, or desire to learn, website content management and web and email communications tools and new media technologies
- Strong computer skills required, specifically on a PC platform working with Microsoft Office products in word processing and spreadsheets.
- Verification of legal right to work in the United States
- Possession of a valid California driver license, a satisfactory driving record, and evidence of automobile liability insurance

## **PHYSICAL DEMANDS**

This position primarily involves sitting at a desk, using the telephone, and working at a computer station, however, physical efforts may require prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination. The employee may occasionally lift and/or move up to 50 pounds and assist in the lifting and/or moving of up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## SUMMARY OF WORKING CONDITIONS

- Works both indoors and outdoors in all weather conditions during both daylight and after dark.
- Frequent exposure to loud noise, odors, fumes, chemicals, and animal waste.
- Walks on paved and unpaved surfaces and flooring that may be uneven and may be wet or dry.
- Exposure to controlled substances, needles, syringes, and other supplies used in the pre- and post-operative treatment and the vaccination of animals.
- Exposure to animals that are agitated that may attempt to bite or scratch.
- Flexibility to work evenings and weekends as needed.
- Occasional day travel required for training, program observation, and conferences with some evening and weekend hours.

## CORE VALUES

Napa Humane believes in hiring qualified team members whose core values align with those of the organization:

- **Committed** - We are seeking individuals who are committed to ending pet homelessness and suffering. We expect you to take pride in your work and be inspired to give your time, expertise, and solutions to create positive experiences that make the world a better place for companion animals and the people who love them.
- **Anticipatory** - We do what we can today to ensure a better tomorrow. We want staff to identify both existing and potential challenges and inefficiencies while bringing suggestions to fix these problems. We embrace new roles and responsibilities as needs change and view change as a force of possibility rather than a creator of problems. Staff are encouraged to take initiatives, make decisions, and step up to advance the organization, while remaining flexible and realistic in problem-solving.
- **Amicable** - We strive to provide a positive, respectful, and engaging atmosphere to each other as well as those we serve. We expect staff to be patient and calming when interacting with pets, owners, and each other. We make individuals' challenges our own. We listen to where they are and meet them there by providing education, solutions, and support.
- **Compassionate** - Appreciating the perspective or circumstances of others without judgement is necessary at Napa Humane. We believe in empathy and kindness when interacting with colleagues, pets, and owners, regardless of the situation.

This role is an hourly, part-time (approximately 30-35 hours per week) position with benefits available. Salary ranges between \$22-25/hour depending on experience.

## TO APPLY

Email Natalie Griffin at [ngriffin@napahumane.org](mailto:ngriffin@napahumane.org) the following documents:

- Cover Letter
- Resume
- At least three (3) professional references
- At least two (2) writing examples (proposals, grants, reports, press releases, etcetera)

Please reference "Development and Events Associate" and your name in the subject line. No phone calls, please. Submitted information will be carefully reviewed and the most qualified applicants will be contacted.