

Job Title: Development Coordinator

Mission: Foothills Animal Foundation is dedicated to making possible the humane goals and purposes of the Foothills Animal Shelter by raising awareness in the community and securing philanthropic support.

Reports to: Foundation CEO

Position Summary: This position is responsible for managing the Donor Perfect Online donor database; managing specific fundraising event activities; acknowledging donors; ensuring timely distribution of constant contact e-blasts and e-newsletters; and overseeing the clerical and administrative functions relating to the Foothills Animal Foundation.

Job Responsibilities:

- Maintain donor database with great detail, coding and entering donations on a daily basis, and shelter prospect information monthly. Also responsible for tracking pledges, tribute funds, in-kind contributions, and restricted gifts.
- Prepare thank-you letters to all donors, as directed by CEO and Development Manager, in addition to penning hand-written notes and making thank-you phone calls to certain levels of donors.
- Prepare donor reports and report criteria (and certain financial reports, with the assistance of appropriate staff), for Board of Directors, Annual Report, committees, and staff.
- Manage Constant Contact activity, including sending a monthly e-newsletter, sending event and campaign specific e-blasts, and tracking and analyzing results. Content will be completed by the entire team.
- Assemble and distribute packets for board meetings and committee meetings.
- Act as primary contact for certain vendors/contractors in relation to Foundation activity.
- Assist in preparing for, and provide tours of the shelter to community groups, prospects, and donors as needed.
- Participate in events and event/meeting planning as assigned, including the facilitating of venue use, catering, AV needs, registration, and other logistics.
- Oversee the collection and tracking of all silent auction items, ensuring all items are acknowledged, properly categorized, and accounted for.
- Respond to general e-mail and phone inquiries.
- Ensure all outgoing mail is properly posted and sent out in a timely fashion.
- Maintain donor files as requested.
- Ensure that office supplies are sufficiently stocked.
- Serve as support to the CEO, Development Manager, and Committee Chairs, by setting appointments, coordinating meeting schedules, managing calendars, and answering phones.
- Other duties as assigned.

Required Qualifications:

- Bachelor's Degree in a related field or equivalent experience
- Ability to multi-task
- Self-starter—results oriented
- Ability to prioritize and remain task-oriented in an occasionally distracting environment
- Familiarity with Microsoft Word, Excel, and Power Point, including mail merge, graph, and accounting functions
- Familiarity with donor software
- Understanding of 501(c)3 non-profit organizations, and philanthropy
- 1 to 3 years experience working for a non-profit Foundation or Development Department
- Comfort working with high net worth individuals, foundations, and organizations
- Comfort working with confidential financial and personal information
- Ability to work occasional evenings and weekends

Preferred Qualifications:

- Experience using DonorPerfect
- Experience using Quickbooks
- Graphic Design Experience
- Constant Contact Experience

Working Conditions

- Noise and odors are encountered due to equipment and animals.
- Will be required to work at special events, including occasional evenings and weekends, and will be expected to assist with some lifting and event set-up.
- Must be able to manage the emotional aspect of euthanasia, and the responses that other individuals may have to euthanasia. As an open-admissions shelter, Foothills Animal Shelter needs to euthanize animals for a variety of reasons, including sickness, injury, behavioral issues, and owner request.

Salary: \$27,000 to \$31,000. This is a full-time exempt position with Health/Dental benefits and generous holiday and PTO schedule.

To Apply: Please submit resume and cover letter to Megan Peters, CEO, Foothills Animal Foundation, at mpeters@fas4pets.org. Resume review will begin at 12 noon on Monday, February 13th, though applications will be accepted until the position is filled. Please write "Development Coordinator" in the subject line of your e-mail. No phone calls please.