



## **JOB DESCRIPTION**

### **Development and Marketing Coordinator**

**REPORTS TO:** Deputy Director

**SUPERVISES:** n/a

**STATUS:** Full Time, Non-Exempt

**SUMMARY:** Assist in the day to day operations in the Fund Development and Marketing Departments of PAWS Humane.

Duties include, but are not limited to:

- Serve as primary contact for all donors, assisting them with any questions or needs
- Receive and process all donations
- Maintain accurate and complete donor records in Donor Perfect, providing reports upon request
- Create, maintain, and distribute personalized thank you letters
- Manage and send end of year donation tax letters to big donors
- Work with Marketing Director to write and plan appeal letters
- Coordinate purchase and installation of memorials done through tributes
- Participate in rebranding of organization
- Organize, schedule, and plan all staff, board, and executive committee meetings, produce meeting notes
- Serve as point of contact for Community Room rental
- Explores opportunities for corporate relationships, sponsorships
- Create and run special donor programs (holiday cards, quarterly newsletters, etc.)
- Organize, run and attend 3<sup>rd</sup> party events, including volunteer supervision
- Assist in searching for new opportunities for fund development, large donor partnerships and projects
- Support the Fund Development committee: attend meetings, produce meeting notes, assist in follow-through
- Create and manage Events calendar
- Prepare daily sales packets for entry in to accounting software
- Other duties as assigned.

#### **EDUCATION, SKILLS, EXPERIENCE:**

- Minimum of a Bachelor's degree and/or equivalent work experience.
- Proficiency in Microsoft Office Suite, Gmail Calendar, Donor Perfect, Mail Chimp, and Canva. Some Quick Books.
- Excellent communication, presentation, organizational and interpersonal skills.
- Ability to keep track of 'big picture' while maintaining accuracy and attention to detail in a variety of situations.
- Ability to perform under pressure and work with tight deadlines.
- Can work well independently as well as in a team environment.

#### **QUALIFICATIONS:**

- Must be comfortable working with a diverse socio-economic community.
- Must have a valid driver's license, reliable transportation and be able to pass a Motor Vehicle Report (MVR) in order to drive on behalf of PAWS.
- Must be comfortable working with deadlines.
- Must be able to lift a minimum of 25 pounds.

---

Print Name

Signature

Date