

The Humane Society for Tacoma & Pierce County

JOB DESCRIPTION

JOB TITLE:	Development Coordinator
DEPARTMENT / CLASSIFICATION:	full-time, non-exempt
REPORTS TO:	Director of Development
SUPERVISES:	n/a

JOB SUMMARY: This position is responsible for end-to-end logistical support for key elements in the annual fund, major giving, corporate giving programs, and fundraising events for the Humane Society for Tacoma & Pierce County. The Development Coordinator will work closely with the Development and Marketing team to develop fundraising and engagement strategies and administer campaigns across multiple channels.

ESSENTIAL DUTIES & FUNCTIONS:

- Write and edit strong donor-centric messages for communications, solicitations, and acknowledgments. Ensure communication is consistent with brand standards and organizational messaging.
- Support the creation and implementation of new fundraising strategies in collaboration with the Development and Marketing team.
- Act as project manager for various digital fundraising campaigns, including annual giving days, photo contests, and e-card campaigns.
- Oversee event logistics during the annual Kitten Shower.
- Manage the shelter's Kennel Sponsorship, Memorial Wall, and Make Happy Happen Gallery programs, including benefit fulfillment, donor communications, annual renewals, and promotion.
- Monitor social media and the Chameleon database for potential urgent need stories. Collaborate with other shelter departments and adopters to collect animal stories and images.
- Develop and maintain local business relationships, including the management of the donation box program.
- Assist in cultivating group and employee-giving programs by communicating the shelter's mission in writing and in presentations.
- Procure donated items, experiences, and prizes for the annual online auction. Oversee the successful entry of all auction items into auction software.
- Collaborate with the Marketing team in the creation and distribution of campaign content and graphics.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proven project coordination skills with the ability to prioritize multiple tasks/requests under strict time constraints and meet deadlines in a professional manner.
- High attention to detail and the ability to audit work for accuracy and quality.
- Ability to work successfully both independently and in a team setting.

- Excellent oral and written communication skills, with a specific ability to create donor solicitations, acknowledgments, and stewardship pieces.
- Ability to handle confidential information with discretion.
- Exceptional interpersonal skills, including the ability to form professional relationships and to communicate effectively, delivering exceptional customer service to a variety of stakeholders, both verbally and in writing.
- Ability to work in a fast-paced environment with frequent interruptions.
- Willingness to embrace change with positivity and to adapt strategies on the fly.
- Ability to quickly learn fundamentals of new software and online platforms.

Education/Certification:

- Completion of High School. Some level of higher education is preferred.

Experience:

- 2 years of related experience.
- Strong working knowledge of Microsoft Office (especially Outlook, Word, Excel, and Teams).
- Finalist applicants must satisfactorily complete a pre-employment background check.
- Proficiency with Greater Giving, Chameleon, Constant Contact, WordPress, and Raisers Edge preferred.

Knowledge, Skills and Abilities

Knowledge of (B/basic; J/journey; E/expert):

- Speak, read, and write in the English language (E)
- Math skills (J)

Skill and ability to:

	Never	Seldom 1%-10%	Occasional 11%-33%	Frequent 34%-66%	Constant 67%-100%
Stand				X	
Walk				X	
Lift <10 lbs			X		
Lift 10-25 lbs		X			
Lift 26-50 lbs	X				
Lift 51-75 lbs	X				
Lift 76-100 lbs	X				
Twist		X			
Reach		X			
Push and Pull		X			
Climb		X			
Sit					X
Vision					X
Hearing					X

Development Coordinator hourly compensation ranges from \$24 - \$28.