



Job Description

Job Title: Development Assistant I

Supervisor: Director of Development & Community Engagement

Classification: Part Time/Hourly/Non-Exempt

Pay Rate: \$12.00 to \$15.00

Physical Demands: Individuals will frequently be required to speak publicly; stand, walk or sit for extended periods of time, hear sufficiently; reach, bend or stoop, regularly lift and carry up to 40 pounds.

Occupational Disclaimer: This position works daily in an animal shelter. This position will come in direct contact with animals and will be exposed to animal related smells and sounds.

Minimum Qualifications:

- ✓ Should have a minimum 1 year work/volunteer experience in a non-profit organization
- ✓ Must have intermediate writing/math/computer skills
- ✓ Must have intermediate critical thinking ability
- ✓ Must be able to type 45 WPM
- ✓ Must be available on weekends
- ✓ Must demonstrate professionalism, courtesy, tact and sound judgment
- ✓ Must have a valid and clean Washington State driver's license and current automobile insurance
- ✓ Must be able to pass an employment background check and drug screening

Specific Duties:

- ❖ To assist the Director of Development & Community Engagement to develop and maintain development/fundraising/volunteer programs for AVHS including policies and procedures, as well as, learn and follow the Society's policies and procedures and city, county and state requirements in regards to the fundraising and volunteer programs. These Programs will include, but are not limited to, volunteer management, event management, database management, principles of fundraising and marketing appeals
- ❖ To promote a positive image of the Society through positive public relations
- ❖ To establish and maintain effective and cooperative working relationships with AVHS staff members/departments
- ❖ To answer phones and assist the public with AVHS related Development issues
- ❖ To assist the Director of Development in the coordination of volunteer trainings, assist with volunteer coordination of and participation in special/outreach events and updates master volunteer schedules
- ❖ To assist the Director of Development regarding the accuracy of all Director of Development paperwork, print and email materials, including electronic files
- ❖ To assist the Director of Development regarding the production of accurate weekly and monthly development/fundraising/volunteer reports
- ❖ To perform the weekly revenue reconciliation and accounting support of the development/fundraising/volunteer department as needed
- ❖ To stock and replenish all development/fundraising/volunteer paperwork as needed
- ❖ To attend board meetings and fundraising events as needed
- ❖ To perform other reasonable duties time to time, as assigned by the Director of Development & Community Engagement or the President/CEO

~Auburn Valley Humane Society Vision Statement~

To be a model of excellence in the advancement of animal welfare.

~Auburn Valley Humane Society Mission Statement~

The Auburn Valley Humane Society enriches the lives of companion animals and people through animal sheltering, programs, services and community engagement.