



## Job Description

**Job Title:** Director of Development & Community Engagement

**Supervisors:** President/CEO

**Classification:** Full Time/Salary/Exempt/Full Benefits

**Pay Rate:** Annual Salary \$48,250 to \$60,000

**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:**

- ✓ Must have a AA, BA or MA degree in related field or equivalent related work experience
- ✓ Must have 3 years work experience in non profit fund raising, development and public relations
- ✓ Must have 3 years supervisory or management experience
- ✓ Must have advanced public speaking skills
- ✓ Must have advanced written and oral skills
- ✓ Must have intermediate computer skills
- ✓ Must have intermediate bookkeeping experience
- ✓ 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 establish and maintain the Development and Community Engagement Department policies and procedures, as well as, learn and follow the Humane Society's policies and procedures and city, county and state requirements in regards to Development and Community Engagement related activities
- ❖ To work closely with the President/CEO in defining and advancing the organization's mission, vision and position strategy
- ❖ To promote a positive image of the Society through positive public relations
- ❖ To establish and maintain effective and cooperative working relationships with staff members and other departments
- ❖ To oversee & manage the development of community awareness, media relations and public information programs
- ❖ To develop and implement an annual Fundraising plan and manage an annual budget
- ❖ To develop the growth of AVHS in strengthening the relationship between donors and the Society
- ❖ To oversee and manage the donor database and donor recognition program
- ❖ To plan and evaluate all fund- raising programs that the society sponsors and review their efficiency and profitability.
- ❖ To oversee and manage the direct mail/appeal programs and the production of the semiannual newsletters
- ❖ To oversee and manage foundation and corporate giving program and research/writing of grant/funding proposals
- ❖ To create, implement, and maintain fund raising/outreach events and their evaluation reports.
- ❖ To identify and recruit volunteer leadership and direct special events.
- ❖ To recruit, hire, orient, train, manage and review the performance of the Development & Community Engagement staff
- ❖ To recruit, appoint, orient, train and manage performance of shelter volunteers
- ❖ To review and verify Development & Community Engagement staff time cards for payroll processing
- ❖ To recruit, orient and assign volunteers to Shelter departments
- ❖ To maintain the volunteer data base and track volunteer hours
- ❖ To prepare a monthly Development & Community Engagement report for the President/CEO
- ❖ To serve as staff assistant for the Board of Directors Nominating Committee
- ❖ To attend board meetings and fundraising events as needed
- ❖ To respond to emergency calls while off duty
- ❖ To perform other reasonable duties time to time, as assigned by 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.*