



540-898-1500 (tel)
540-898-1583 (fax)
10819 Courthouse Road
Fredericksburg, VA 22408
www.FredSPCA.org
www.facebook.com/FredSPCA

POSITION DESCRIPTION

Development Coordinator

POSITION SUMMARY

The Development Coordinator assists in planning, organizing, and implementing the Fredericksburg SPCA's annual fundraising campaign. This position reports to the Director of Development, requires sensitive interaction with a variety of internal and external contacts, and involves broad responsibility for the design and execution of fundraising projects, including special events. The Coordinator will recommend fundraising goals for assigned programs, assist with donor acknowledgement and recognition efforts, and develop other supporting materials for specific fundraising activities.

QUALIFICATIONS

- Must embrace the mission of The Fredericksburg SPCA.
- Strong interpersonal, writing and communication skills.
- Have knowledge and experience in fundraising techniques.
- Possess the skills to collaborate and work with and motivate staff and other volunteers.
- Ability to take direction and execute development plans as provided by the Director of Development.
- Be a "self starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Implement Development long- and short- range plans that ensure long-term sustainability.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Ability to multi-task and re-prioritize tasks to comfortably handle risk, recover from set-backs and overcome obstacles.
- Reports directly to the Director of Development.
- Bachelor's Degree Preferred.
- 2-4 years minimum experience in professional fundraising, preferably in nonprofit.

ESSENTIAL RESPONSIBILITIES

Partner with the Director of Development, Executive Director, and Board Development Committee in the organization's strategic planning, management, and implementation as it relates to fundraising.

- Assist Director of Development in cultivating and stewarding donor and community relationships that will provide mission-critical resources; manage a portfolio of donors.
- Assist in building and nurturing effective, positive working relationships with staff members, board members, and Fredericksburg SPCA volunteers.
- Help to nurture a culture of donor-centered philanthropy within the organization and in all development activities.
- Assist in managing logistics and execution of all annual campaign activities, including special events, in coordination with contractors, other staff, Board members, and volunteers. Occasional weekend/evening work and travel may be required.
- Assist with online fundraising initiatives to include digital and social media fundraising initiatives with collaboration of Communications and direction from the Director of Development.
- Assist with development operations ensuring that gift processing, recording, gift agreement documentation, workplace giving, and acknowledgement is accurate and prompt; ensure that Salsa data records match with Fredericksburg SPCA financial accounting systems.
- Plan, coordinate, and execute fundraising special events, including the Animal Rescue Festival, Fore the Animals Golf Tournament, and Rescue Run.
- Collaborate with Volunteer Coordinator to secure volunteers for development office activities.
- Represent the Fredericksburg SPCA at community engagement events.
- Submit weekly reports to the Director of Development.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

REQUIREMENTS

- Work experience conducive with supporting the responsibilities of this position.
- Self-starter, initiating activities within the framework developed with minimal supervision.
- Ability to work effectively in a team setting and collaborate with different administrative departments.
- Proven experience working with the public, developing and maintaining excellent relationships to support goals/mission.
- Strong computer skills, including a high degree of proficiency in Microsoft Word, Excel, Powerpoint, Google Drive and the ability to maintain accurate records, experience with Salsa databases is a plus!
- Bachelor's Degree preferred.
- 2-4 years minimum experience in professional fundraising, preferably in nonprofit.
- Ability to maintain confidentiality at all times.
- Must be reliable and dependable.
- Positive work ethic, good relationship management skills and a team oriented attitude.
- Patience and tact when working with difficult, emotional, or angry people.
- Treating people and animals in a pleasant, courteous and professional manner.
- Adherence to the SPCA's policies and philosophies.
- Ability to:
 - Lift and/or move up to 50 pounds unassisted.
 - Frequently bend, squat, reach, and grip.

- o Work around pet dander, dust and other allergens without issue.
- o Actively maneuver inside and outside of the shelter.
- o Work around children and with the public.

WORKING CONDITIONS

- Indoors in a high noise, climate-controlled facility, outdoors at a shelter, or on-location in the community or from home as a telecommuter.
- Use of laser printer, copy machine, fax machine, telephone.
- Regular exposure to animals, cleaning chemicals, fumes, dust, animal feces, bites, scratches

DRESS CODE

Business Casual

COMPENSATION & BENEFITS

- Salary commensurate with experience.
- This is a full-time, salaried exempt position in which the employee will work 40 hours per week. Employee may be required to work additional hours for after hours and or weekend events.
- Employee will become eligible for the full time benefits package (Paid Time Off, Paid Holidays, Health Insurance, Dental and Vision Insurance) the first of the month following a 60-day probationary period per the Fredericksburg SPCA Handbook.

TERMS OF EMPLOYMENT

In accepting an offer of employment with the Fredericksburg SPCA, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any Fredericksburg Regional SPCA (henceforth SPCA) representative have entered into a contract regarding the terms or duration of your employment. In the event you want to terminate your employment with the Fredericksburg SPCA a 30 day notice is required. At the termination of employment, any relevant SPCA documents, software, data, or information must be turned over to the SPCA. Upon termination of employment you agree to make no disparaging or negative comments about the Fredericksburg Regional SPCA or its employees and officers and comply with the Fredericksburg SPCA's non-disclosure agreement as outlined in the employee handbook.