

Job Title: Development and Communications Coordinator

Department: Development & Communications

Reports To: Director of Development & Communications

Classification: Full time, salary, non-seasonal

SUMMARY

Seeking an energetic, outgoing person to visibly represent Columbus Humane, while building relationships in the community with organizations, ambassadors and potential donors. The ideal candidate will have a passion for representing the work of an innovative non-profit in a public setting, acting as a public face for the organization at networking and community events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate and execute all aspects of fundraising and stewardship events such as new donor events, house parties and donor tours by developing and tracking list of attendees, invitations, schedule of events, logistics and vendors as applicable. Responsible for set-up/ clean-up and ensuring all details are addressed.
- Encourage community sponsored fundraising events by securing participation, supplying materials for promotion, appropriately staffing the event and tracking results. Responsible for identifying potential partnerships and/or volunteer or event attendees as prospects and providing personalized outreach, actively building relationships and maintaining a system to move donors up the pipeline.
- Coordinate cause marketing efforts for Columbus Humane with external organizations, clubs and companies, encouraging donations from the general public through campaigns such as “Hearts for Paws.”
- Manage specific fundraising campaigns including, but not limited to:
 - Online giving (social media, email, website)
 - Workplace Giving
 - United Way and Community Shares
 - Specialty Campaigns, such as The Big Give and Giving Tuesday.
 - Community and third party events
 - External fundraisers
 - Online fundraising portals
- Steward brand ambassador efforts to promote Columbus Humane in the community.
- Collaborate with the Events & Marketing Coordinator on promotional materials for all external fundraising events. Support the Events & Marketing Coordinator with signature and other promotional events as directed.
- Work in conjunction with the Volunteer team on needs for external fundraising events and to manage volunteer related fundraising and recognition activities.
- Respond to and coordinate requests from community groups for presentations and tours related to development to increase the visibility of the organization.
- Create written communication drafts for donors such as gift verification letters and emails, stewardship reports and coordinate donor visits with leadership, when directed.
- Ensure development materials are consistently up to date and prepare development materials for external meetings.
- Other duties as assigned.

Actively promote Columbus Humane’s mission, services, programs and events. Assist the CEO and Director of Development in creating and maintaining a “culture of philanthropy” throughout the entire organization. Actively

support staff and volunteers and promote the development of skills related to the advancement of our goals and mission. Represent Columbus Humane in a professional and courteous manner at all times. Provides quality service to customers, volunteers, and staff recognizing their individual contribution to the success of our organization.

SUPERVISORY RESPONSIBILITIES

Not applicable to this position.

QUALIFICATIONS

Energetic self-starter with exceptional oral and written communication skills; has the ability to work in a fast-paced environment; demonstrates intellectual agility and the ability to think strategically. Candidate must be extroverted, highly organized, detail-oriented, accurate and deadline driven. This candidate should be able to communicate clearly and succinctly in a variety of communication settings and styles. Should have a working knowledge of MS Word, Excel, Publisher, PowerPoint, and Outlook. Donor database software skills are preferred.

Additionally, the candidate must possess the ability to handle confidential information in a responsible, mature, and discreet manner; able to exercise good independent judgment including interfacing in person or on the phone with very senior levels of executive level management and/or donor base. Must have demonstrated skills in event coordination, committee work, marketing/promotions and/or securing donations. Must possess a valid Ohio Driver's License and insurable driving record.

EDUCATION and/or EXPERIENCE

College degree and a minimum of two years of development and/or marketing experience is preferred.

PHYSICAL DEMANDS

At times required to lift up to 15 pounds with reasonable accommodation.

WORK ENVIRONMENT

Work is performed in a normal animal shelter setting in proximity to a wide variety of animals. Generally work is performed during standard business hours, Monday through Friday, though occasional evenings and weekends to support events or meetings will be required.