



Job Title: *Development & Community Engagement Coordinator*

Status and Hours: Full-time, hourly, variable shifts as needed on weekends and evenings

Reporting Relationships: Director of Development

Job Relationships: Works with a team daily that includes Directors, Managers, Animal Care Team and Guest Services Team

Summary of Duties and Responsibilities:

Development Office Support - 75%

- Support the Director of Development (DoD) as she works with a caseload of donors by handling data and donor files
- Generate data reports through DonorPerfect software for appeals and mailings
- Enter donor gifts and reconcile payments daily
- Generate Receipts & merged letters through DonorPerfect for acknowledgements
- Process 3rd party payments such as Benevity, PayPal, etc
- Perform other support functions as may be required including creating monthly reports, as required by management, which accurately reflect donor activity.
- Support staff at large-scale fundraising events, community activities, and in-shelter or out-the-door fundraisers, as needed

Community Engagement Support – 25%

- Support Marketing & Communications Coordinator with web, graphic and social media support, as needed
- Manage outside community engagement events
- Other tasks as needed

Essential Skills:

To perform this job successfully an individual should have knowledge of donor management software or the ability to become proficient within the first month from hire date. Advanced knowledge with Microsoft Office and computer keyboarding skills (typing and data entry) are required. Knowledge of Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere), Canva a plus. Candidates should be outgoing and positive, with top-notch customer service skills.

Education, prior work experience, and physical requirements:

Prior nonprofit experience preferred; high school diploma or equivalent required; demonstrated ability in oral and written communication skills; ability to lift 50 pounds unassisted, climb stairs unassisted multiple times each day; lift, scoop, bend and twist and walk as part of essential job functions; possess a valid State of Maine driver's license.

Work Environment:

Most work is performed in normal animal shelter setting; potential for exposure to zoonotic diseases; potential for exposure to dangerous and fractious animals; exposure to high noise levels when in kennel area; potential for animal bites and scratches while handling animals.

This position is a full-time position with the expectation that the individual will be on site at the shelter unless they are out in the community or attending ARLGP events.

Please submit a cover letter outlining your qualifications, reasons for pursuing a career in animal welfare and salary requirements with your resume to jobs@arlgp.org with the subject "Development & Community Engagement Coordinator" Submissions without the requested materials will not be considered.