



Job Title:	Development & Community Engagement Associate
Department:	Development & Marketing
Job Classification:	Full-time, hourly
Job Relationships:	Works with a team daily that includes Directors, Managers, Animal Care Team and Guest Services Team
General Purpose:	Assisting Development and Marketing team in various areas

PRIMARY RESPONSIBILITIES:

Development & Fundraising (50%):

- Work with the Director of Development to execute a comprehensive fundraising strategy to grow the ARLGP's donor base and revenue.
- Assist with cultivating and stewarding relationships with individual donors, foundations, and corporate sponsors.
- Assist with grant research, writing, and reporting to secure funding for ARLGP's programs and initiatives.
- Assist with the planning and management of annual appeal fundraising campaigns
- Oversee donor database management and ensure accurate record-keeping.

Communications & Marketing (30%):

- Work with the Marketing & Communication Coordinator in implementing a communications strategy that elevates ARLGP's visibility and brand.
- Assist with managing the ARLGP's website, social media, email marketing, and print materials.
- Create compelling content, impact stories.

Event Planning & Community Engagement (20%):

- Work with the Director of Development to plan and execute fundraising and community engagement events.
- Build partnerships with local businesses, media, and community organizations.
- Represent ARLGP at public events, networking opportunities, and advocacy initiatives.

SKILLS & QUALIFICATIONS:

To perform this job successfully an individual should have:

- Knowledge of donor management software or the ability to become proficient within the first 90 days of the 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.

MINIMUM QUALIFICATIONS REQUIRED:

- Prior nonprofit fundraising experience preferred
- Bachelor's degree or equivalent combination of education and experience
- 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
- 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.

TO APPLY:

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 Associate" Submissions without the requested materials will not be considered.