



## **Job Title: Annual Giving Coordinator**

The Humane Society for Southwest Washington (HSSW) is in search of *\*The Ideal Team Player*© to join our team as **Annual Giving Coordinator** on the Development Team. This position requires an individual who loves working with people, teams of people and strives for excellence.

The Humane Society for Southwest Washington is committed to enriching the lives of people and pets in our community. We have been completing families since 1897 and are committed to serving our community as it changes and grows. Through education, outreach, adoption, events and support services for families in need, we're expanding our HSSW family every day! Imagine yourself working with people to care for the dogs and cats in our community of Southwest Washington. Consider a change working toward a mission that will change you forever! **People + Dogs + Cats**

### **Annual Giving Coordinator**

The Annual Giving Coordinator's primary responsibility is the strategic execution and management of several critical fundraising programs. Reporting to the Vice President of Development, this position is responsible for the success of all aspects of HSSW's annual giving program including direct mail, online giving, Best Friends monthly giving, vehicle donations, and grants.

The position requires a person with exemplary verbal and written communication skills, and an ability to manage a project from inception to completion within strict timelines. This position supervises a part-time data entry position and provides daily oversight of the organization's data management system (Donor Perfect).

The Annual Giving Coordinator is an FLSA Exempt status position with an annual salary of \$38,000. Pay increases are analyzed annually and are dependent upon experience, attitude, work ethic, commitment to teamwork, learning ability, skill level and core competencies

### **Benefits**

In addition to serving in an organization with a compassionate and strategic purpose; full time employees currently enjoy health, dental and vision insurance benefits that become effective the first of the month after hire. Paid time off that includes floating holidays, matching percentage 401 (k) retirement plan that begins the first of the month after hire and has a 3-year graded vestment schedule, employee assistance program that includes all household member access, Section 125 FSA Cafeteria Plan for out of pocket health and/or dependent day care expenses, numerous employee discounts that include partner organizations and access to affordable life, disability and accidental supplemental insurance through our partnership with Colonial Life which offers a guaranteed-issue life insurance coverage option to new employees, which means no medical questions or exams are required to be eligible for coverage.

## **The Ideal Applicant**

- Displays interest, enthusiasm, and an affinity for non-profit development and working with both animals and the people who love them.
- Demonstrates an attitude of being in service; using good judgment; maintaining a positive outlook; and, ideally, a sense of humor.
- Works well on teams and demonstrates an attitude and commitment to collaboration with a sincere interest in helping others succeed.
- Is committed to achieving excellence individually and as a part of the team.
- Exhibits an approach to adaptability through overcoming obstacles to achieve results, remaining flexible and open to new ideas, recognizes and encourages others to understand changes in work tasks, situations, and environment as the basis and value for transformation.
- Is committed to personal and professional development through life-long learning.

## **Primary Duties and Responsibilities**

### **Annual Giving Project Management**

- Analyze data regarding annual giving programs and past giving trends to provide analyses of program results and to plan for future segmentation and engagements.
- Improve donor retention and reengage lapsed donors.
- Manage and market the Best Friends monthly giving program to acquire new donors and upgrade current donors to meet departmental goals
- Establish comprehensive timelines and revenue forecasts and budgets for annual giving and stewardship programs. Monitor monthly revenue and expense projections and outcomes for areas of responsibility
- Create annual grant calendar, strategize funding requests, write grants and complete necessary measures of impact to remain in good standing with funders
- Increase public awareness of HSSW's vehicle donation program through external marketing while targeting high-quality donations to achieve the program's financial goals
- Create and manage appropriate stewardship events/programs for annual donors

### **Development Team**

- Provide high level of customer care to HSSW patrons and donors
- Foster teamwork, maintain positive communications, and highlight departmental goals and accomplishments to HSSW staff and volunteers
- Coordinate, assist and participate in development activities

### **Required Attributes**

- Well organized, detail oriented, strong critical thinking skills and proven ability to work independently.
- Strong computer skills, proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint and Access) and data analytics
- High level of social intelligence to engage with donors, board members, and the general public
- High level of integrity, emotional intelligence and professional maturity to handle sensitive and confidential situations
- Preferred; Previous Donor Perfect software experience
- Preferred; Previous work/volunteer experience in non-profit development or marketing departments
- Commitment to HSSW's mission and core values.

### **Required licenses/credentials**

Must possess a valid driver's license and insurable driving record.

## The HSSW Culture

**Vision:** A community where everyone loves and cares for animals.

**Mission:** Rescue. Return. Restore. Rehome. Reconnect. One animal at a time.

**Values:** Compassion. Collaboration. Excellence. Service. Integrity. Stewardship.

We endeavor to seek excellence in all we do; we strive to maintain a positive attitude while doing it; we seek out opportunities to be in-service to one another; we depend on teamwork & collaboration in setting and achieving goals; with leadership as a core value we recognize that everyone has the opportunity to lead by setting an example of excellence, attitude, service, teamwork & collaboration.

We seek to hire and surround HSSW with team members that are \*humble, hungry and smart;

- Humble team members are quick to point out the contributions of others and slow to seek attention for their own. They share credit, emphasize team over self and define success collectively rather than individually.
- Hungry team members are self-motivated and diligent. They are constantly thinking about the next step and the next opportunity.
- Smart team members are interpersonally appropriate and aware. They have good judgment and intuition around the subtleties of group dynamics and the impact of their words and actions.

Work is performed in a standard office environment, with exposure to environmental conditions that include working near animals. Primary workplace is at an animal shelter that operates 7 days per week, with potential exposure to fractious animals; high noise levels; zoonotic diseases; animal bites and scratches; cleaning chemicals and allergens. Potential exposure of infectious diseases to owned animals.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship. **The HSSW participates in E-Verify and requires a criminal background check for this position. For all positions HSSW requires a pre-employment drug screening that includes testing for THC.***

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If you feel you are the ideal candidate and you meet the qualifications for this position, please submit application by email to [jobs@southwesthumane.org](mailto:jobs@southwesthumane.org) with your first and last name in the subject line followed by *Annual Giving Coordinator*". If you prefer you may place your application in an envelope to mail or hand deliver. Please label Attn: Human Resources; Humane Society for Southwest Washington, 1100 NE 192<sup>nd</sup> Ave, Vancouver, WA 98684. You can find the link to our application here on our website <https://southwesthumane.org/about/employment/>

*Current HSSW employees will be required to submit an interdepartmental application, resume and cover letter.*