



humane society
of Southern Wisconsin

JOB DESCRIPTION

Job Title: Fundraising Coordinator

Revised: 10/12/2022

Reports to: Business Development Director

Approval Date: 10/13/2022

Purpose: The Fundraising Coordinator serves as the primary fundraising manager and donor relations coordinator for the Humane Society of Southern Wisconsin (HSSW). These responsibilities include building relationships with local businesses and community members, making direct asks to donors, and maintaining positive relationships with all donors. Responsibilities include management of the Humane Society's direct mail campaigns as well as planning and implementing fundraising efforts, fundraising events, and seeking other funding opportunities, such as grant opportunities. This is a full-time hourly position.

Essential Duties and Responsibilities

Donor Database

- Able to use Donor Database to record donor interactions, run reports, and view information related to maintaining the donor relationship.
- Serve as the secondary manager of the database after the Office Manager.

Donor Communications and Relationship Management

- Coordinate proper acknowledgment by the Executive Director (written note, phone call, etc.) of major gifts.
- Maintain and build positive relationships with community members and businesses.
- Produce mailing lists as needed.
- Each year works with Development Team to create a strategic mailing schedule for that year.
- Work directly with the Development Team and print/bulk mail vendor to coordinate mailings.
- Work with Executive Director to design, produce and distribute other donor communications via mail, phone and electronic means.
- Communicate with donors or others on behalf of the Executive Director or the organization. May also assist in scheduling donor appointments for various personnel.
- Represents the Humane Society to donors and others as necessary in meetings and appearances.

Fundraising and Events

- Make direct asks to donors.
- Solicit monetary and in-kind sponsorships for annual events.
- Plan and carry out annual fundraising business plan.
- Develop and track event budgets.
- Assist Community Outreach Coordinator with community events.

- Give community presentations and shelter tours as needed.

Grant Funding

- Apply for grant opportunities.
- Track grant applications.
- Responsible for grant reporting.
- Assist with implementation of grant funding as needed.
- Responsible for communication between HSSW and granting organizations.
- Maintain a positive relationship with all granting organizations.

Administrative

- Prepare and measure goals for programs/events; demonstrate their impact
- Exhibit the values and philosophy of the Humane Society of Southern Wisconsin
- Communicate concerns/changes to Executive Director as needed
- Assume additional responsibilities as assigned by the Executive Director or Business Development Director.

General Duties

- Ensure the cleanliness and organization of assigned work area including daily removal of trash and clutter and restocking of supplies.
- Maintain inside and outside of building in a clean and orderly manner.
- Repair or report any broken or damaged equipment in a timely manner.
- Restock all work areas.
- Handle animals in a safe and humane manner.

Internal Communications

- Advise appropriate shelter staff about animal medical or behavioral concerns.
- Monitor inventory of supplies and notify appropriate personnel when supplies are needed.
- Enter all information into the computer as necessary. Keep all paperwork and addendums updated and accurate including treatment records.
- Answer questions from other staff and volunteers in a calm and courteous manner.
- Communicate effectively and completely on all documentation, including date, time, and initials for every note or memo written.
- Other duties as assigned by your supervisor.

Qualifications

- Must have well-developed written and verbal communication skills, including computer skills, as well as detailed organization skills and administrative experience.
- Ability to think critically and strategically in order to carry out mission, goals, and objectives of the programs of the organization.
- Familiarity with aspects of animal welfare issues and practical knowledge of domestic animals (can be developed in position).
- Acquire and possess a thorough understanding of and dedication to the philosophies of animal welfare and Humane Society of Southern Wisconsin.
- Proven ability to relate to a diverse population.
- Excellent customer service and public relations skills.
- Valid driver's license and a good driving record.

Minimum Required Education and Experience

- College degree preferred but not required within a minimum of three years of professional experience. Supervisory or management experience preferred.
- Computer systems or technology experience required.

Computer Skills

To perform this job successfully, an individual must have experience in the use of Office tools (Word, Excel and Outlook) and possess the ability to learn new software applicable to shelter marketing as warranted.

Work Environment

Must be able to work in an environment where animals are consistently present. Must be willing to work irregular hours, weekends and holidays as needed. Ability to attend evening meetings and after-hours events as necessary. Able to deal with public hostility that at times can be stressful. Must be able to tolerate loud working conditions.

Disclaimer

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by management as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as, and do not create, employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date