



Safe Place FOR PETS

Job Description

Position Title: Development Coordinator

Position Summary: The Development Coordinator is responsible for the duties involving communication, promotion and administration of all development activities of Safe Place, to include: individual giving, corporate and foundation support, fundraising events, grants, event planning and coordination and oversees successful implementation of the development strategy. The Development Coordinator works with volunteers, current and potential partners, and key stakeholders to promote the mission of Safe Place. This volunteer abides by and actively supports the mission and values of Safe Place for Pets. This volunteer must have access to a computer with Microsoft Office, e-mail, and a printer. This is a Board of Directors position.

Tasks include:

- ✿ Facilitate, with assistance from the Board of Directors, development and implementation of an annual development strategy to achieve associated financial goals for the following priorities:
 - Major giving campaigns
 - Special events
 - Individual giving
 - Corporate and foundation giving
 - Community events
- ✿ Direct and implement Safe Place for Pets' development strategy.
- ✿ Research grants and oversee grant-writing process.
- ✿ Work with Marketing to address fundraising calls to action and promotion of special events/campaigns.
- ✿ Regularly update donor database and manage reporting.
- ✿ Leverage networking opportunities shamelessly to develop resources & relationships for the organization, including in-kind resources.
- ✿ Work with Placement to identify and supply needed in-kind resources.
- ✿ Work with Placement to maximize development opportunities during the placement process.
- ✿ Coordinate with Marketing, Social Media and Website Coordinators to advertise and promote Safe Place events.
- ✿ Provide a Development Report to the board each month.
- ✿ Attend monthly board meetings.

Volunteer Name (print): _____

Volunteer Signature: _____ Date: _____

Safe Place Representative: _____ Date: _____