



Position Summary:

The Development Coordinator will report to the Director of Marketing and Development and will perform duties related to fundraising, marketing and public relations and will gain firsthand experience in strategic planning to increase the capacity of a growing non-profit organization. Additionally, the Development Coordinator will be involved with stewardship activities related to non-profit fundraising and relationship management, including working with a team to create and implement the fundraising, development and communications strategy for Forsyth Humane Society. This role is an entry level position.

Essential Functions and Job Responsibilities:

1. Solicit, cultivate and secure individual and corporate giving within Top 30 Forsyth County businesses.
2. Solicit, cultivate and secure individual and business sponsorships.
3. Solicit, cultivate, and manage #SAVEFURSYTH program.
4. Major & Ad Hoc FHS Events – Assist with event preparation, secure sponsorships, set up, implementation and clean up.
5. Assist with Legacy Society distribution of collateral to Estate Attorneys and Wealth Management Businesses.
6. Assist with the creation and implementation of the Development Plan that incorporates a range of strategies including annual appeals, major donors, grants, corporate and individual giving, social media and special events.
7. Assist with the production and implementation of appeal campaigns and other fundraising communications and strategies.
8. Donor database management and reporting.
9. Donor acknowledgments and thank you letters.
10. Increase stewardship within giving tier.
11. Attend networking events to increase professional network, refine relationship management skills, and enhance Forsyth Humane Society's outreach and capacity.
12. Other duties upon request.

Competency, Skills and Abilities:

1. Excellent customer service skills
2. Ability to work independently and with a team
3. Strong analytical and problem solving skills with attention to detail
4. Excellent verbal and written communication
5. Proficient computer skills and knowledge of Microsoft Office
6. Project management
7. Ability to prioritize and manage multiple projects

8. Confidence in handling timid, fearful animals

Education and Experience Requirements:

1. Minimum of a Bachelor's Degree in Animal Science, Non-Profit Management, Business Management or related field.
2. May substitute additional related experience, above and beyond what is required, on an equivalent year for year basis in lieu of the degree requirement
3. Minimum of 3 years' experience in management/leadership role
4. Valid driver's license

Physical Demands and Work Environment:

1. Must be able to bend, stoop, stretch, stand and sit for extended periods
2. Ability to perform repetitive motions of wrists, hands and/or fingers due to extensive computer use
3. Work environment may be stressful at times, as overall center activities and work levels fluctuate
4. Excellent ability to communicate both verbally and in writing
5. Ability to utilize a personal computer and other office equipment
6. Must be able to lift 40 pounds as needed