Monmouth County SPCA

Development and Special Events Associate

**Department:** Development **Reports to**: Development Director and Manager

**Type:** Full Time, Non Exempt **Shift:** Monday-Friday, 8 Hours Daily, Some nights

 and weekends required.

**Summary:**

The Monmouth County SPCA is seeking a dynamic development professional with demonstrated hands-on experience, preferably in a non-profit environment. Excellent organizational and communication skills are required with an upbeat, positive demeanor. This is a position for a person who loves interacting with people and who possesses strong interpersonal skills. Must be able to successfully manage multiple and often simultaneous projects using a diverse pool of resources including volunteers, staff, and outside professionals.

**Responsibilities:**

* Assist in the planning and execution of MCSPCA fundraising events
* Identify, organize and implement new community fundraisers, and bolster existing ones
* Identify new businesses to partner with the MCSPCA
* Acts as a project manager on tasks assigned by the Development Director

**Other:**

* Assist in the maintenance of Raisers Edge database and stewardship of donors.
* Coordinates with other departments and works on various projects within the shelter
* Performs administrative tasks for the Development Director
* Performs other duties as assigned

**Related Experience, Education and Position Requirements:**

2-3 years development experience, especially with special events and familiarity with Raiser’s Edge/Blackbaud/RE NXT software. Bachelor’s degree. Must be advanced proficient in Microsoft Office Suite (Word, Publisher, Power Point and Excel), Google Drive and comfortable learning new software programs. Must have experience with budgeting, solicitation and negotiation within a development setting. Must be confident representing the MCSPCA at outside events on weeknights and weekends. Please note: While performing the duties of this job, development staff is often required to stand for long periods, walk, work out-of-doors, work with domesticated animals, transport and carry event supplies and lift and/or move more than 35 lbs.

**Supervisor Responsibilities:** None