Monmouth County SPCA

Development and Special Events Coordinator

**Department:** Development **Reports to**: Development Director

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

and weekends required.

**Summary:**

The Monmouth County SPCA, a private, non-profit organization dedicated to animal welfare, is seeking a development professional with demonstrated hands-on experience in a non-profit environment. Extensive fundraising and special event experience is required, as well as experience working in Development operations and a working knowledge of fundraising software solutions. A perfect candidate is extremely well organized and will have excellent interpersonal, organizational and communication skills. They must be able to successfully manage multiple and often simultaneous projects using a diverse pool of resources including volunteers, staff, and outside professionals.

**Responsibilities:**

As the Fundraising and Special Events Coordinator:

* Plan, coordinate, and implement up to six major fundraising events throughout the year, as well as smaller special events and community fundraisers
* Facilitate peer-to-peer fundraising initiatives and assist with online and written solicitations
* Identify, solicit, and coordinate sponsors for MCSPCA events/programs
* Coordinate special fundraising initiatives and assist in strategizing and researching new fundraising initiatives
* Maintain and order supplies needed for fundraising efforts

As the Development Coordinator:

* Maintain subscriptions, memberships, supplies and contracts for Development department and equipment
* Oversee relationships with vendors, pays bills and negotiates contracts
* Report on the success and fundraising of events and other fundraising initiatives
* Maintain proactive volunteer working relationships for the department
* Work with Development Director on stewarding donors
* Support database maintenance and gift processing as needed
* Performs other duties as assigned

**Related Experience and Position Requirements:**

* Minimum of 3 years in non-profit development, especially with special events and online fundraising
* Proficient in Donor Perfect or other donor CRM, Classy Crowdfunding Platform, WordPress, Microsoft Word and Excel, Canva, Click Bid or related auction software and online payment processing solutions, while being comfortable with researching and learning new software applications
* Assist in strategizing and researching new fundraising initiatives
* The physical capacity to set up large events; occasionally standing for long periods of time, navigating stairs, loading supplies and the ability to lift at least 35 lbs. Coordinating events requires a high energy individual

**Supervisor Responsibilities:** None