



Job Announcement Special Events & Development Coordinator

The Placer SPCA is seeking to fill the position of Special Events & Development Coordinator. This person will oversee the coordination of the Placer SPCA's major fundraising events as well as various organizational and donor events throughout the year. The Special Events & Development Coordinator will also offer administrative support within the Development Department.

About the Placer SPCA: Located in Roseville, California the Placer SPCA is an extremely progressive non-profit animal sheltering/animal welfare organization providing quality care to as many as 4,000 animals every year. The SPCA is growing and we are currently building a new companion animal care center scheduled to open in the fall of 2017.

Please go to our website <http://placerspca.org/employment/> to view the job description and also to obtain a job application.

Resumes along with a PSPCA job application should be sent to:

Placer SPCA
150 Corporation Yard Road
Roseville, CA 95678

or email ceo@placerspca.org or fax 916-782-8655.

PLEASE: No phone calls or drop-by visits. Email or fax only. Thank you.

JOB DESCRIPTION

JOB TITLE: SPECIAL EVENTS & DEVELOPMENT COORDINATOR (FULL-TIME – 40 hours/week)

DEPARTMENT: DEVELOPMENT

ACCOUNTABILITY: DIRECTOR OF DEVELOPMENT AND MARKETING

DUTIES AND RESPONSIBILITIES:

- Under the general supervision of the Development Director, the Special Events & Development Coordinator will oversee the coordination of the Placer SPCA's major fundraising events, as well as various organizational and donor events throughout the year. Working with the Development Director, this position will be responsible for organizing, preparing and coordinating special event fundraisers, including determining themes and activities, planning, budgeting, agenda development, auction solicitation, securing in-kind support, implementation and event follow up. The Special Events & Development Coordinator will also prepare and update event tracking reports and timelines. Additional duties as it relates to special events include managing event volunteers, attending planning meetings, contacting vendors for logistical support and needs, working with the Volunteer Program Manager to determine adequate volunteer support for the events, etc. Special Events & Development Coordinator is also expected to work events as assigned, which may include weekends and evenings.*
- Works with Director of Development & Marketing on donor stewardship, including correspondence, donor data entry and recognition programs. The Special Events & Development Coordinator will be responsible for gift entry, generating thank you letters/cards, pulling mailing lists, generating donor reports, etc.
- Assists in overseeing annual fundraising programs, including kennel sponsorships, memorial/honorarium program, Guardian Angel program, donation jars, etc.
- Adheres to development and organizational policies and procedures.*
- Maintains customer/donor confidence and protects operations by keeping information confidential.*
- Performs other duties as assigned.*

***=Essential Functions of the Job**

QUALIFICATIONS:

1. Bachelor's Degree or equivalent experience in business, non-profit management, or related field such as communications, public relations or marketing.
2. Minimum of one year event planning/coordinating or related experience.

3. Minimum of one year of non-profit development or related experience.
4. Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Access, etc.
5. Proficiency with donor software program/management (Raiser's Edge preferred).
6. Ability to multi-task and possess strong organizational skills.
7. Exhibits strong attention to detail, ability to analyze information and is results driven.
8. Reports to work regularly and on time.
9. Excellent organizational skills and able to handle multiple tasks.
10. Inspired by the mission of Placer SPCA.
11. Works well in a team environment.
12. Anticipates opportunities and provides solutions beforehand.
13. Ability to meet deadlines.
14. A basic working knowledge of common office equipment.
15. Must be able to work independently and be self-motivated.
16. Ability to work well with the public, fellow employees, volunteers and Board of Directors.
17. Must be in good physical and mental health.
18. Must be able to lift 50 lbs.
19. Allergic condition which would be aggravated through exposure or contact with animals is a disqualification.
20. Valid California driver's license with a good driving history.

WORKING CONDITIONS:

1. 40-hour work week, including weekends and evenings as scheduled, with intermittent overtime and/or evening work at sites away from the Center.
2. Compliance with the current PSPCA Employee Policy Manual.
3. Be able to deal with an often times emotion-charged public and carry a fast paced and changing work load which at times can be stressful.
4. Occasional exposure with dead, sick, injured, unruly, vicious and/or dangerous animals, in addition to exposure to parasites and infectious diseases.
5. Willingness to attend training programs to upgrade skill levels.

6. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, stoop, kneel, crouch and sit.

The Placer SPCA is an equal opportunity employer.

THE PSPCA RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES AND AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

I understand the qualifications as described above for the Special Events & Development Coordinator position and by signing below acknowledge that I am able to perform the job duties listed above and willing to accept the working conditions herein.

DATE _____

EMPLOYEE ACKNOWLEDGEMENT

This job description is not intended to be all-inclusive and employees will also perform other reasonably related business duties that may be requested by the Chief Executive Officer or other management staff as required which will ensure a positive image and/or will improve the services of the Placer SPCA.