



MAUI HUMANE SOCIETY
Job Description

The Maui Humane Society is committed to building lifelong bonds between people and animals through education, community outreach and the prevention of cruelty.

Job/Position Title: Development Coordinator **Status:** Nonexempt **Date:** October 2023

About us: Maui Humane Society is a beautiful, open air animal shelter for cats, dogs, rabbits, guinea pigs, turtles, and other animals in need of safe shelter. We are the island's only open-admission animal shelter, which means we take in every pet in need, providing veterinary and routine care and helping surrendered animals find a new home. We also provide humane law enforcement services, humane education and outreach, and free and low-cost spay and neuter surgeries. Our team culture is creative, fast-paced, and collaborative and we are seeking problem-solvers who love animals and have great customer service skills.

Our team adores people with can-do attitudes and friendly smiles who love people as much as animals. We approach every person and animal as an individual and pride ourselves on being a place where our employees love to come to work!

Our employees are trained in Fear-Free animal handling and can even receive a certification. We are committed to your growth and will work with you to get you where you want to be in your career. Our benefits include a competitive salary, paid time off, medical, vision, and dental insurance, uniforms, and free adoptions. Employees get at least one weekend day off and you'll have a consistent, flexible schedule. Our employees and volunteers love MHS because we have very low euthanasia rates, everyone is empowered to save lives, and we truly care about the people who work here!

Primary Purpose: The Development Coordinator reports to the Development Manager and is responsible for identifying, creating, implementing and managing revenue generating opportunities and donor relations activities including donor cultivation, retention, stewardship and recognition programs. In addition, this role manages and grows monthly giving, shelter naming opportunities, corporate sponsorship and retail programs. The Development Coordinator takes one of the lead roles in planning and implementing revenue generating events.

Essential Duties/Functions:

1. Assist in designing and implementing a donor relations program covering every stage of the donor lifecycle; including identification, cultivation, solicitation & stewardship with support from the Development Team
2. Identify and solicit prospects for the Animal Aloha business program to meet expansion goals, ensures MHS is fulfilling recognition obligations, act as main point of contact for participating partners
3. Manage and expand Monthly Giving Program, act as main point of contact for participating donors, identify and pursue upgrade & conversion opportunities
4. Manage Kennel & Naming Opportunities Program including payment/plaque creation & maintenance, create acknowledgement program for participating donors, identify new naming areas, work with Marketing Team to regularly promote openings across all communication channels
5. Assist donors and donation requests by phone/email/in-person, make arrangements for in-kind donation pick up or drop off and manage recognition
6. Design and implement digital marketing and video acknowledgement donor relations campaigns throughout the year in conjunction with Marketing Team
7. Manage shelter retail inventory and sales at shelter and online (Shopify, social media shop integrations, Printful); includes inventory sourcing & management, organize volunteer inventory counting, tracking, customer relations
8. Work with Database Coordinator to analyze data for donation trends and identify opportunities through segmentation, assists with developing donation strategies in response to these findings
9. Serve as a back-up for processing donations into the donor database (Raiser's Edge NXT) when necessary
10. Assist with fundraising event planning & management to oversee special events and in person/online fundraisers including securing event locations, permitting, vendors, volunteer tasks, timelines & schedules, logistics and execution. Take one of the lead roles in designing and coordinating events including but not limited to annual Fur Ball Gala, Wags to Riches, golf tournament, virtual auctions, Donor Appreciation party, Charity Walk, holiday events etc.
11. Maintain back-end operations of event planning, including, but not limited to, sponsor and prize solicitation and tracking all donated items for auctions or other purpose
12. Assists with and provides details for, monthly, quarterly and yearly development reports and other specialized reports
13. In conjunction with the Development Team, assist with creation and stewardship of Major Gifts & Legacy programs including prospect research

General:

1. Interact with coworkers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments
2. Participate in disaster preparedness and response activities for the shelter and community as it pertains to pet animal related needs. In the event of a shelter emergency, immediate attendance at evacuation/emergency location is mandatory
3. Assist with any area of the shelter requiring help; which may include physical tasks, cleaning, laundry, carrying items up to 50 lbs, animal handling
4. Assist with training and overseeing volunteers in related work areas
5. Responsible for keeping relevant work areas clean and organized, managing storage container contents
6. Maintain and promote a positive public image standard relevant to MHS
7. Help promote fundraising activities and solicit support of agencies overall
8. Attend and participate in departmental and shelter meetings. Attend educational venues as recommended/approved
9. Report and correct any safety hazards or unsafe use of MHS equipment
10. Attend all shelter events which will require evening and weekend work
11. Other duties as assigned

Working Conditions: Shared office space (cubicle) in an air conditioned building. There is outdoor work involved, primarily as it relates to event preparation and organizing supplies. Must be comfortable with multiple dogs and cats being in your shared office space . This position does not allow for pets to come to work.

Equipment & Software Used: PC, iPhone. Google Suite, Raiser's Edge NXT, PetPoint

Working Hours: This is a full time position requiring 40 hours per week. The average work week is Monday-Friday however flexibility is required to cover weekend and evening events, emergencies, or other MHS activities. This is not a work from home position.

Mental Demands: Must have ability to multitask, meet deadlines and handle stress. Able to prioritize job duties in a busy and constantly changing work environment. Must be able to work independently while functioning in a team environment with a positive, helpful and professional demeanor. Position requires excellent organizational skills, a high level of accuracy and attention to details. Able to remain calm and level-headed in stressful situations and with demanding people. Able to use sound judgment when dealing with confidential information.

Physical Demands: Must be able to carry up to 50 lbs

Minimum Qualifications:

- College or university degree preferred
- High level of creativity and drive, ability to work independently with minimal supervision
- Proficiency with Google Suite and/or Microsoft Office
- Excellent public relations skills, comfortable speaking to groups
- Ability to form and maintain professional relationships
- Excellent verbal, written and observational skills
- Must be a goal oriented self-starter with a willingness to go beyond prescribed work and time schedules to meet deadlines
- Possession of a valid driver's license

General Requirements:

- Must have a passion for animals and support the mission of the Maui Humane Society.
- Must treat animals humanely, with love and concern both on and off the job, and transmit these values to others.

Additional Qualifications that would benefit this position:

- Previous experience working in fundraising, development, philanthropy
- Previous sales and/or marketing experience