

Job Title:

Jameson Humane's Development Coordinator

INTERESTED PARTIES email - Monica@JamesonHumane.org with a copy/cc Arwen@JamesonHumane.org

Reports To

Monica Stevens, CoFounder + President

Job Overview

Roles and Responsibilities

Hourly. Full-time position

I. General Duties

- Daily/Weekly gift processing
 - Adhere to SOP for check processing
 - Weekly imports from alternate payment processors (PayPal, Square, etc.)
 - Gift in Kind process for donations received at Ranch and through Wish List Programs
- Daily/Weekly Donor Acknowledgements
 - Immediate email responses to all electronic donations received over \$100
 - Weekly processing of letters for all checks received and all electronic donations over \$250
 - Weekly tax letters/receipts via email or direct mail to donors through PayPal and Square , etc.
- Assisting President with donor communications
- Preparing reports on fundraising activities to senior management.
- Serving as grants materials assistant, providing reports and materials for grant compliance to grant team.
- Assist with company matching programs to insure highest possible company matches for donor gifts. All third-party web information up to date, log-ins and donor acknowledgement in place
- Coordinate and administer payments from third party donors (Network for Good, Bright Funds, etc.) as well as alternate payment processors (PayPal, Square, Venmo etc.)
- Assist with the development and refinement of gift administration-related materials in donor management software and event fundraising software
- Database Management

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- Manage and update the Donor Management Software
 - Donor Records- Addresses, contact information updates
 - Set up reports for monthly and yearly reporting needs for Management and Accounting
 - Upkeep of all donor data, credit card information etc.
- Cross program data entry
 - Volunteer and Adoptions into Donor Management Software
 - Greater Giving data into eTapestry
 - PayPal donations into eTapestry
 - Duplicate Constituents updated
 - Imports from Donor Management into Constant Contact for email campaigns

II. Seasonal

WineaPAWlooza

- Perform weekly imports from Greater Giving into eTapestry for up-to-date information in Donor Management Software
- Assist WineaPAWlooza Chairs with initiating and keeping the Auction Tracker
- Initiate, create and manage Greater Giving E-auction
- Send out all email communications for WineaPAWlooza for both collection of auction donations and receipts for donations.
- Assist with logistics of donations
 - Coordinate with Volunteers for pickup of items, delivery to storage and inventory
 - Coordinate with Lead Volunteer as data related to donations received, and items in inventory
 - Help create inventory system for donations promised, and items received

Holiday

- Assist with all holiday and end of year gifting programs
 - Address lists, packing and shipping
 - Reporting of all gifts and import into Donor Management software

Special Campaigns

- As required for special development campaigns
 - Provide data, reports and administrative assistance for optimal success

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III. Beneficial Knowledge

- Knowledge of Blackbaud donor management software, Greater Giving auction software and other donor management platforms
- Previous experience working for non-profit company in a development focused position

Additional Skills, Requisites, and Qualifications:

- Committed to JH's Mission
- The Ranch is a plant-based food site and as such, the consumption or wearing of animal products are not allowed on the property
- Excellent customer service skills
- Passionate about working for and with all domestic animals
- Knowledge of basic accounting
- Well versed in Microsoft Excel and Word
- Excellent communication and interpersonal skills with employees, guests and volunteers
- Great time management, organization and prioritization abilities
- Keen attention to detail and efficient problem-solving skills
- Ability to lift at least 40 pounds and comfortable standing or walking for long periods of time
- Able to follow detailed instructions and meet time sensitive demands
- Able to learn and process new information quickly
- Team player and self-motivated
- Willing to work on weekend/holidays/varying shift times

Working Conditions:

Work can be physical and performed primarily outdoors, with some duties performed in an office. Outdoor duties will involve working in all weather conditions, including cold/wet weather (average low is 35F) and hot summers (average high is 95-100F). Office working environment will be artificial light, equipment used includes standard office equipment i.e., computer, printer, telephone and copy machine. There are animals at Jameson Humane, therefore there is occasional exposure to sick or injured animals and possible exposure to parasites and infectious diseases

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