



Development Associate

Marin Humane is an equal opportunity, non-profit employer. Our mission is to improve the lives of animals and people through advocacy, education, and support. Our Core Values are Dedication to Animals, Collaborative Spirit, Courage with Compassion, Pursuit of Learning, and Celebrating Differences.

SUMMARY:

The Development Associate is responsible for supporting the Development Prospect and Data Manager in management of our donor database, which includes accurate and timely data entry including constituent and gift processing, direct mail campaigns and donor acknowledgment.

ACCOUNTABILITY: Development Prospect and Data Manager

SALARY/CLASSIFICATION: \$21.62/hr to \$24.02/hr; Non Exempt

HOURS: 30 hours per week

***BENEFITS –** See Below

ESSENTIAL DUTIES AND RESPONSIBILITIES

DONOR AND GIFT PROCESSING

- Enter/update donor and gift information in the donor database
- Create, update, and maintain acknowledgment letter templates
- Process and send acknowledgment letters
- Maintain cash donation boxes on campus and in the public, including managing donation box volunteers
- Generate basic gift and constituent queries and reports as needed

SPECIAL EVENTS

- Provide support for philanthropy events such as the annual Gala and Woofstock, including, but not limited to: processing event ticket sales, donations, sponsorships, and gifts in kind, and sending acknowledgement letters as needed
- Assist the Philanthropy Events Manager with tracking RSVPs and printing name badges for select events
- Assisting with event check-in/registration, including training and managing check-in volunteers

CUSTOMER SERVICE

- Understand, support, and articulate organization's policies and philosophies to the public in a positive and effective manner
- Promote and emulate exemplary customer service by providing courteous, prompt and responsive service to internal and external customers
- Foster teamwork, creativity and a work culture aligned with Marin Humane's mission and values

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. The Marin Humane Society is an at-will employer. REV 7/2022

OFFICE MANAGEMENT

- Manage the day-to-day operations of the development office including maintaining and ordering office supplies, forms, and stationary
- Keeping storage areas and closets organized and well-stocked
- Tracking and ordering printer toner
- Organizing and archiving development paper files as needed

SAFETY AND SECURITY

- Model and encourage safe practices and regulatory compliance throughout the organization
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules
- Must be willing to report safety violations as well as potential safety violations to appropriate supervisory or management personnel
- Adhere to the files and records retention policies and procedures
- Maintain appropriate files and records as assigned

DESIRABLE QUALIFICATIONS: An ideal Candidate will possess the following knowledge, skills and abilities:

- Strong proficiency with MS Office Suite (Excel, Word, PowerPoint), with experience creating and managing Word mail merge documents and Excel spreadsheets;
- Working knowledge of fundraising and/or database software such as Blackbaud Raiser's Edge, RENXT, or similar CRM;
- Self-sufficient worker who is able to take initiative, prioritize, quickly manage multiple tasks and responsibilities and meet critical deadlines;
- Good verbal and written communication skills;
- Meticulous attention to detail and demonstrated ability to produce error-free work when performing a variety of functions including: typing, text editing, data entry, file management, and calculations;
- Demonstrated ability to effectively coordinate multiple time-sensitive projects with team members;
- Demonstrated ability to maintain highest levels of confidentiality with regards to donor records;
- Willingness to be flexible and supportive in the workplace.

EDUCATION AND EXPERIENCE: A typical way of gaining the necessary knowledge, skill and ability for this position is a high school diploma or equivalent. Up to two years working experience in Administrative Support, Fundraising and/or Development or any combination of education and experience.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- The employee is regularly required to sit for long periods; talk and hear
- Use hands (requiring dexterity); reach with hands and arms

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- The employee must occasionally lift, pull, push and /or move up to 50 pounds
- This position involves a regular amount of repetitive motion of hands and wrists
- The employee is occasionally required to stoop, kneel, crouch, or crawl
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles (pet dander) and toxic or caustic chemicals
- The noise level in the work environment is considered normal to loud
- The employee occasionally works in a variety of environments including outdoor events, public, and private indoor spaces and may be exposed to elements consistent with these environments
- Ability to work evenings, weekends and/or holidays as business operations demand

***BENEFITS**

FULL-TIME EMPLOYEES (AT LEAST 30 HOURS/WEEK):

- Medical - Kaiser High Deductible Health Plan with Health Reimbursement Arrangement
- Dental Plan - includes orthodontia for dependent children
- Vision Plan
- Domestic Partner Coverage (Medical, Dental and Vision plans)
- Life Insurance
- Long Term Disability Insurance

ALL REGULAR EMPLOYEES (AT LEAST 20 HOURS/WEEK):

- Section 125 Cafeteria Plan
- Employee Assistance Program
- 403(b) Retirement Plan
- Fitness Reimbursement Program
- Paid Holidays
- Paid Vacation
- Sabbatical Leave

ALL EMPLOYEES (INCLUDING PART-TIME AND TEMPORARY):

- Paid Sick Leave

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To apply, please use the following link to create an applicant account, complete an application and upload resume/cover letter

<https://secure.saashr.com/ta/i.MHS.careers?ApplyToJob=520245260>