

**Aggieland Humane Society
Assistant Development Director
Job Description**

Reports to: Development Director

Exempt:

SUMMARY: Assists in the coordination and implementation of contributed income programs. Develops relationships with contributors, sharing opportunities to make a difference through monetary gifts. Create numerous, efficient, and compelling opportunities for donors to support Aggieland Humane Society and to make the experience of giving satisfying and rewarding.

GENERAL DUTIES:

- Upholds the Base Code of Conduct of the Aggieland Humane Society at all times
- Keeps timely records of contacts and donor visits
- Assists and reports on Direct Mail Solicitation efforts
- Assists in development of grant applications
- Works on fundraising events and mission related tours and events
- Production of timely thank you letters and thank you phone calls
- Produces monthly reports
- Maintains a portfolio of 75 entry level donors
- Assists with monitoring of donor portfolios maintained by leadership
- Identify and cultivate individuals who love our mission
- Other duties as assigned.

EDUCATION/EXPERIENCE:

BS or BA and non- profit experience.

Development/fundraising experience preferred. CFRE preferred.

Experience with Benevon fundraising model preferred.

SKILLS/ABILITIES:

- Ability to handle loud noises and strong odors.
- Proficient use of Microsoft Office including Word and Excel.
- Previous donor relationship management software experience preferred.
- Public Speaking