



Job Title: Associate Development Officer
Department: Development
Reports To: Development Officer
FLSA Status: Exempt
Starting Salary: \$60,000 Annually

SUMMARY

The Associate Development Officer will support the identification, cultivation, solicitation, and stewardship of corporate and individual donors. This position also manages donor related fundraising events, including third party development events; and is the staff liaison for the Young Friends of Peggy Adams. The Associate Development Officer will report directly to the Development Officer, work closely with the Director of Development and Marketing, and be a proactive member of the Development and Marketing teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage timeline and production of donor-related communications including appeals and publications.
- Research potential new sources of major support from individuals, corporations, and foundations.
- Working closely with the Development Officer, help to develop and update the annual Development plan and donor communication and event calendar.
- Manage and execute all donor related event logistics (including but not limited to an annual fundraiser, open house, and private donor receptions) in support of Peggy Adams Animal Rescue League's fundraising efforts, ensuring all sponsorship and donation commitments are fulfilled.
- Manage the Young Friends of Peggy Adams membership, communication, and plan the group events.
- Maintain communication with Young Friends committee members to achieve membership and fundraising goals.
- Assist with Annual Christmas Ball event, as requested.
- Coordinate third-party fundraising events with marketing team based on audience and outcomes. Assume leadership of third-party events with development or donor objectives.
- Provide excellent pre-event and day-of donor, donor prospect, sponsor, and vendor experiences to foster strong community partners, steward event vendor relationships, increase philanthropic donations, donor loyalty, and inspire new supporters.

- Assist in cultivation of current donors, corporate sponsors, and forge new relationships with prospective sponsors for special events and activities.
- Create and manage the timeline, work plan, and run of show for each event.
- Work with the development and marketing teams to coordinate designing, writing, and producing print and digital collateral for events.
- Work with vendors (catering, décor, venue, entertainment) to coordinate event logistics.
- Maintain detailed records related to event revenue and budget.
- Process contracts for signature, and submit invoices for payment on time, track expenses.
- Train and utilize volunteers to assist with events and projects.
- Greet visitors and donor prospects and provide tours, as necessary.
- Provide support to development committee and board of directors involved in fundraising activities.
- Work collaboratively with team members, keeping all informed through regular emails, face-to-face meetings, recaps, and shared tracking documents.
- Actively participate in department, organization, and event committee meetings.
- Represent Peggy Adams Animal Rescue League at public and professional events.
- Assume additional duties, as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be well organized, flexible, a self-starter, and work well under pressure.
- Ability to maintain a pleasant demeanor and positive attitude.
- Demonstrated success in managing and forging relationships with donors.
- Experience developing and maintaining productive working relationships with internal and external constituents.
- Demonstrated ability to communicate in written and verbal format.
- Must be able to provide accurate information to the public at all times.
- Must be able to deal tactfully and effectively with the public.
- Must be available to work nights and weekends related to special events and activities.
- Must have reliable transportation to events and meetings.
- Computer proficient; working knowledge of Microsoft Office – Outlook, Word, and Excel.
- Must support and adhere to Peggy Adams Animal Rescue League's mission, policies and practices.
- Possession of a valid Florida drivers' license and driving record acceptable to insurance carrier
- Knowledge of Raiser's Edge database and publishing programs, a plus.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree with three to five years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must 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 speak and hear. The employee frequently is required to sit. The employee will also be required to use hands and fingers as well as bend neck and twist. Lifting up to 20 lbs. sometimes is required.

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 frequently exposed to an indoor office environment climate condition. The employee is occasionally exposed to animal odors and animal fur.
- The noise level in the work environment is usually moderate.

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