

Job Title: Philanthropy Assistant

humane
society
of charlotte



Reports To: Chief Philanthropy Officer

Schedule: Monday-Friday

FLSA Status: Exempt

Type: Full Time

Summary

This position will provide administrative and fundraising support while maintaining the vision, mission, strategic directions and guiding principles of the Humane Society of Charlotte under the supervision and guidance of members of the Humane Society of Charlotte's development team. The candidate will work closely with all members of the department, as well as volunteers, donors and board members.

Essential Duties and Responsibilities

- Oversee the rental of various spaces at the HSC resource center, working on marketing the space as well as providing assistance and on-sight oversight when the space is rented to a 3rd party
- Cross train on processing donations via the mail and online
- In conjunction with the Gift Processing Associate, send donor mail and email tax receipts according to the Gift Acknowledgement Process guidelines
- Update donor thank you letters/stewardship communication (word and email) on a monthly basis and ensure automatic online acknowledgement templates are updated quarterly
- Respond to donor inquiries via phone, email, mail and/or onsite in a timely manner
- Run stewardship call reports monthly for the Advancement Committee & Board of Directors
- Update and maintain donor recognition materials at the resource center and online for the Circle of Friends and Legacy Society giving groups
- Oversee the ordering and correspondence with donors for the HSC brick campaign
- Act as the YAP (Young Affiliated Professionals) staff liaison as it relates to the financial payments for the group members and provide reports that may be needed to the volunteer leaders
- Assist the Philanthropy Manager with grant applications, reports and other data collection that may be needed in the grant application process and review

- Assist the Philanthropy Manager with donor outreach when credit cards expire for the automatic monthly donors
- Assist the Special Events Manager by monitoring the events email account, assisting with HSC events as needed and corresponding with community members interested in hosting 3rd party events for HSC
- Assist the Marketing Manager with website updates as needed
- Attend Advancement Committee meetings and take notes for post-meeting distribution
- Help recruit, train and manage the department interns and volunteers
- Performs special assignments and other duties to support the team as assigned when necessary
- Embody and hold staff accountable for adhering to the organization's mission, vision, philosophies, core values, and team behavior expectations

Knowledge, Skills & Ability

- Bachelor's degree in fields related to business, public administration, accounting, marketing, non-profit management, communications, or other related study preferred
- 1+ years in development/fundraising preferred
- Experience using a CRM (Donor Perfect preferred)
- Knowledge of fundraising and/or marketing principles preferred
- Strong writing skills as well as strong mathematical and highly accurate/efficient data entry skills
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment
- Flexible team player with a positive attitude that has the ability to interface with all levels of staff and volunteers
- Goal oriented, committed to excellence, executes sound judgement and honors confidentiality
- Ability to set and meet deadlines

- Self-motivated, structured, well organized, detail oriented, and able to effectively work independently and within a team framework
- Exemplifies and fosters a workplace culture of compassion, diversity, equity and inclusion
- Has a valid driver’s license and a reliable mode of transportation
- Willing to work flexible hours as needed including evenings and weekends when asked to assist with an event
- EOE

Work Environment

- Comfortable interacting with dogs and cats

Physical Demands

- Must be able to lift & move up to 25 lbs

I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature:

Printed Name: _____

Date: _____