



## Job Description

<b>POSITION TITLE:</b>	<b>Philanthropy &amp; Outreach Coordinator</b>
<b>DEPARTMENT:</b>	<b>Philanthropy &amp; Outreach</b>
<b>SUPERVISOR:</b>	<b>Vice President of Philanthropy &amp; Outreach</b>
<b>WORKING RELATIONSHIPS:</b>	<b>Supervises Interns and volunteers as assigned</b>
<b>STATUS:</b>	<b>Full-time, Exempt</b>

### Summary:

The Philanthropy & Outreach Coordinator provides all project coordination for development and marketing efforts. Supporting the entire department with budget management, executing all estimating/bid processes, production fulfillment, promotions and project management from inception to completion with budget reconciliation monthly.

### Essential Qualifications:

- Demonstrates exceptional organizational, analytical and follow up skills and practices extreme attention to detail.
- Experience in managing multiple, shifting priorities under tight deadlines while working in very fast paced environment where projects and priorities can change midstream.
- Technology savvy ready to take the lead on technology implementation, maintenance and encouraging new uses.
- A strong writer who has experience in development of internal and external communication pieces.
- Strong project management skills including critical thinking, planning, execution, and encouragement.
- An experienced team player who thrives in a collaborative environment but has self-motivation that provides a can-do attitude to run with tasks including activities outside of normal workload.
- Not a beginner, but a seasoned professional who brings past professional experience to contribute to the greater good of the department.
- A sincere interest in supporting and advocating for the philosophies, policies, and mission of Santa Barbara Humane, a Socially Conscious Shelter.
- Exceptional skills in Microsoft Office, Google Suite, with experience in Slack, Asana, GiveCloud, Constant Contact and DonorPerfect software or similar.
- Effective verbal and written communication skills.
- Available to work evening and weekends as needed.
- Valid CA. Driver's License and insurable driving record.



**PREFERRED QUALIFICATIONS:**

- Bi-lingual in English-Spanish
- Previous paid or volunteer animal shelter experience
- Bachelors' Degree, preferably in Marketing, Communications or other similar degree, and minimum 3 years of experience in a related field

**RESPONSIBILITIES:**

Participate in the development of departmental budget and benchmarks, with CPO, ensure departmental works within budget parameters. Reconcile departmental spending monthly overseeing the cost benefit analysis.

Keep all projects on deadline and provide support for the team to complete.

Work collaboratively with other departments in relation to marketing and constituent communication needs. Disseminate and assign to meet requested deadlines.

Coordinate and execute any constituent mailings, email blasts, internal and external newsletters with vendors, DonorPerfect data and Constant Contact.

Maintain strong production vendor partners with up to date estimates and delivery times. Act as liaison with departmental vendors.

Gather all estimates for all production employing economy while maintaining an acceptable level of quality and solid return on investment ensuring donor centric philosophies met in execution of departmental projects.

Responsible for the accuracy and integrity of Humane's fundraising database (DonorPerfect); develop systems for integrated donation processing, reporting and donor communication and tracking; troubleshoot and develop technical solutions related to the database.

Develop, implement, and monitor standard operating procedures for Constant Contact and manage the use for the department.

Perform data entry and process acknowledgements; provide training to staff, interns, and volunteers.

Maintain the highest level of confidentiality and act as a strong steward of organizational resources.

Conduct research, analyze data, and track and report on current or prospective donors, mailing lists, events, and campaigns. Provide regular updates for presentations and sharing.



Participate in all aspects of fund development and outreach, including but not limited to direct mail, on and off-site special events, capital campaigns, marketing, tours, and direct donor engagement.

Assist with writing and editing fundraising and marketing content; and develop presentations, donor letters, invitations, and other development materials as assigned.

Proactively promote organizational programs and services and encourage charitable support for the organization.

Actively integrate volunteers by providing a welcoming work environment; practicing mentorship, training, advancement opportunities, and offer feedback on volunteer performance.

Perform other duties as assigned.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Work performed in shared office setting
- Regularly spend up to 8 hours sitting and using office equipment, telephone, and computers
- Regularly move from sitting to standing positions effortlessly
- Regularly work on repetitive tasks
- Occasionally lift 10-25 pounds
- Exposure to cleaning chemicals, dust, poor ventilation, heat and cold and sudden temperature changes, wet floors, machinery, zoonosis, and loud animal noises, animal waste and odors when in animal shelter
- May require handling animals of various temperaments and size in a public setting
- Ability to drive company vehicle county-wide.
- Transport and safely manage animals at off-site events and media appearances.
- Always follow workplace safety protocols by working in a safe manner and taking immediate action to prevent or address safety concerns.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, for example, emergencies, changes in personnel, workload, rush jobs, or technological breakdown.