

Erie County SPCA Development Assistant

Description

The Erie County SPCA has an immediate opening for a Development Assistant. Responsible for processing and maintaining records on contributions and pledges received. Produces and mails acknowledgements for all gifts. Responds to donor inquiries, files correspondence and other records, and assists with other clerical and administrative work.

Responsibilities

- Ensure accurate tracking of donations.
- Maintain accuracy and consistency in constituent records in Raiser's Edge database.
- Manage workplace giving programs (SEFA, CFC, United Way) and misc. giving programs.
- Steward and help market Shelter Guardians monthly giving program, Paws-Way Tribute Walk, and other tribute programs.
- Assist direct mail vendor, including delivering of data as required.
- Draft acknowledgement letters.
- Produce and mail acknowledgements for all gifts (individual, foundation, corporate and organizational).
- Make copies of correspondence to foundations, corporations, and major donors and maintain filing system.
- Administer benefits to individual donors.
- Recruit, train, schedule, supervise volunteers, interns, and temp. workers as needed by department.
- Respond to phone calls, e-mails, and letters regarding Development matters.
- Generate reports for Director of Development as required.
- Handle administrative functions as directed by Director of Development.
- Assist Director of Development with other development-related tasks as required.

Requirements

SKILLS/KNOWLEDGE REQUIRED: • Associates degree from an accredited college or university preferred. • A minimum of 1-2 years of demonstrated experience in a development office. • Strong customer service skills. • Experience with volunteer management highly desirable. • General knowledge of animal welfare industry a plus. • Demonstrated commitment to the mission and goals of the SPCA. • Demonstrated initiative, self-discipline and attention to detail. • Ability to work independently and to organize and prioritize task with minimum supervision. • Absolute discretion in handling confidential information. • Strong organizational skills and computer skills, including ability to navigate and utilize all Microsoft applications and donor database software (Raiser's Edge).

Salary

\$12/hr

Employer Information

Since the SPCA's inception in 1867, we have worked to lessen the suffering of animals in Western New York through programs that touch not only animals but the people who love them. The SPCA receives no funding from the city, county, state, or federal government – we are only able to assist the people and pets in need thanks to donations from the community. The mission of the SPCA is to create a caring and kind community that encourages fair and humane treatment of all creatures. Our

knowledgeable, caring, and open-minded team of staff and volunteers achieves this mission through proactive efforts to address the current status of animals in our community, education of adults and children, rescue and sheltering of animals in need, and placement of animals into appropriate homes.

Contact Information

Mail or email cover letter and resume to:

Jennifer Garver
Director of Development
205 Ensminger Road
Tonawanda, NY 14150
jenniferg@scaec.com

No phone calls, please.