JOB TITLE: **DEVELOPMENT AND DATABASE COORDINATOR**
FULL TIME/PART TIME: **FULL TIME**
REPORTS TO: **DIRECTOR OF DEVELOPMENT**
LOCATION: **CUMMING, GA**
SALARY: $42,000 - $48,000

**POSITION SUMMARY**

Furkids is the largest no-kill, cage free animal shelter in the Southeastern U.S., saving the lives of more than 5,000 cats and dogs each year. The Development and Database Coordinator is responsible for helping Furkids Animal Rescue & Shelters further our mission by helping to raise the funds that enable us to continue rescuing animals and saving lives. The Development and Database Coordinator reports to the Director of Development, but will assist the CEO and Founder of Furkids as needed, and assists with behind-the-scenes donor management as well as assisting with face-to-face donor relations as needed. This position frequently interacts with the public as a representative of Furkids Animal Rescue & Shelters and is responsible for helping to ensure the success of fundraising efforts. Other responsibilities will be assigned by the Director of Development for fundraising activities, which may include grant writing, donation procurement, event execution, and other tasks that help the overall growth of Furkids Animal Rescue & Shelters.

**Reports to**

Director of Development

**Qualifications**

* Bachelor’s degree in marketing or communications is preferred.
* Proven experience with a non-profit is preferred.

● Professional experience as development/marketing assistant, coordinator or fundraising experience.

● Proficient in Google Drive, Mail, Sheets, Doc’s, or Microsoft Office suite of products.

 ● Strong attention to detail, and good time management skills.

 ● Outgoing personality, professional, positive, energetic, proactive, tactful, and diplomatic.

● Willingness to work a flexible schedule that includes long hours near/during internal special events.

● Interest in animal rescue and adoption.

● Demonstrate accurate, appropriate, clear and concise written and verbal communication skills with strong listening skills.

● Knowledge of Little Green Light preferred, but not required

● Must be able to work in a fast-paced environment and the ability to juggle multiple competing tasks and demands.

● Must be available and willing to work weekends as needed.

● Valid Georgia Driver’s license with a clear driving record for at least one year prior.

**Duties and Responsibilities**

● Processing fundraising gifts into Little Green Light in accordance with internal procedure

● Create, print, and send donor thank you letters/emails and tribute notification letters/emails

● Assemble donations twice per week for Bookkeeper.

● Process all Furkids merchandise orders

● Assist with monthly fundraising grants

● Research new potential grants and donor prospects

● Assist with corporate volunteer groups

● Assist Director of Development with fundraising and adoption events with corporate partners and represent Furkids Animal Rescue & Shelters at community/partner events.

● Assist the Director of Development in the logistical planning, donation procurement, and event execution of internal fundraising events as assigned.

**Location and Hours:**

* The Development and Database Coordinator works at the Headquarters office in the cat shelter environment.
* This is a full-time position, requiring office hours of 9:00 am – 5:00 pm Monday – Friday and occasional weekends.

**SALARY & BENEFITS**

Wage Range: $42,000 -$48,000 depending on experience, proficiency/efficiency in job tasks, and ability to work cooperatively while fostering the mission of the organization.
Our employee benefits package includeshealth insurance, medical insurance, 401K, two weeks paid vacation a year, and personal days off.

Thank you for your interest in pursuing a rewarding career at Furkids Animal Rescue and Shelters. Please direct all career inquiries to Grace Murphy, Director of Development grace.murphy@furkids.org