

**The Humane Society of Southern Arizona  
Job Description**

**Title:** Business Development Specialist  
**Department:** Development/Events  
**Reports to:** Director of Development  
**Salary Level:** 4 (non-exempt) \$14.50/hr-\$18.00/hr  
**Supervises:** N/A

Send resume to [lgagnon@hssaz.org](mailto:lgagnon@hssaz.org)

## Looking for a creative talent with sales experience!

### **Job Purpose:**

Develop and manage HSSA corporate and business support, primarily in the areas of event sponsorship, advertising sales, auction solicitations and cost underwriting. This is a new position for our non-profit organization, but builds upon an existing system of support within our community.

The Business Development Specialist will work closely with the Director of Development and the Events Manager to create a profile of existing corporate and business support as well as a detailed profile of prospects, and will be the primary point of contact for the organization with those companies.

Knowledge of the Tucson and Southern Arizona business market is preferred along with a successful track record of soliciting business support.

### **Essential Duties and Responsibilities:**

- ◆ Develop and manage the corporate and business sponsorships for multiple fundraising events held throughout the year, including such signature HSSA events as Puttin' on the Dog and Sweat For Pets.
- ◆ Develop and manage advertising opportunities for businesses within the organization, including website advertising, print advertising, and fleet and campus signage.
- ◆ Develop and manage cost underwriting opportunities for businesses such as sponsored spay/neuter days, sponsored adoption days, or sponsored wellness clinic days.
- ◆ In conjunction with the Events staff, assist in the securing of auction donations for use at fundraising events or online fundraising auctions.
- ◆ Write compelling letters and proposals and manage those proposals to successful closure.
- ◆ Work closely with all appropriate staff and departments in strategizing about opportunities and prospects.
- ◆ Conduct research on potential local, state and national corporate and business funders.
- ◆ Maintain accurate records for all business and corporate donors in approved databases.
- ◆ Thank business and corporate donors and conduct recognition events as needed.
- ◆ Assist Events staff in the successful management of fundraising events involving sponsors and vendors.
- ◆ Attend regularly scheduled staff and departments meetings and required trainings.
- ◆ May represent HSSA at professional meetings, including chambers of commerce or business networking organizations.
- ◆ Conform to department's approved budget. Prepare financial reports as requested.
- ◆ Attend and assist with wrap-up meetings to discuss and document successes and suggestions for improvement.
- ◆ Work at events, booths and fairs, when needed.
- ◆ Provide excellent customer service – email, phone, in-person, and via mail.

- ◆ Participate in future planning including development and completion of department goals.
- ◆ Interface and cooperate with other departments, board and committee members.
- ◆ May drive company vehicle in performance of company business.
- ◆ Evening and weekend hours may be required.
- ◆ Perform other duties as assigned.

**Working Conditions:** Work is performed at an animal shelter in an office space and off-site locations. Potential exposure to zoonotic diseases, animal bites and scratches. Potential exposure of infectious diseases to owned animals. Exposure to high noise levels when in kennels.

**Performance Factors and Necessary Skills:**

**Communication and Contact:** The Business Development Specialist must communicate effectively both verbally and in writing with superiors, colleagues, donors, prospects and volunteers. The position requires tact and above average communication and customer service skills as well as excellent telephone and email etiquette. This person must also have considerable knowledge of spelling, punctuation and grammar. Bi-lingual preferred but not required. The Business Development Specialist must be organized and able to self-direct and multi-task.

**Attendance and Dependability:** The Business Development Specialist can be depended on to report to work at the scheduled time and is seldom absent from work and can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments. Must be willing to work flexible hours including evenings and weekends if necessary.

**Relationships with Others:** The Business Development Specialist works effectively and relates well with others including volunteers, donors, colleagues, and individuals inside and outside of HSSA and exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

**Skills:**

- ◆ Exceptional organizational skills.
- ◆ Ability to follow complex and overlapping timelines.
- ◆ Ability to see the bigger picture while executing the details of each event.
- ◆ Collaborative and service orientated.
- ◆ Self-directed.
- ◆ Proficiency with word processing and database software.

**Qualifications/Educational Background:**

- ◆ College graduate with a minimum of one year advertising sales or event sponsorship sales experience, preferably in the Tucson/Southern Arizona market.
- ◆ Possession of a valid Arizona driver's license and driving record acceptable to HSSA insurance carrier.