



THE HERMITAGE NO-KILL CAT SHELTER

Arizona's First No-Kill, No-Cage Cat Adoption Center & Sanctuary

Job Description – Development Coordinator

Salary: \$18/HR 25-32hrs a week

Reports to: Operations Supervisor, Amber Nix

Scope of Position: The Development Coordinator is responsible for refining and implementing corporate sponsorship program, development of new fundraising marketing strategies; coordinating planned giving programs; writing grants and identifying new grant opportunities. Coordinate donor stewardship, database analytics, and cultivation materials.

Professional Expectations

- Interest and passion for animal welfare
- Understanding of and willingness to adhere to the basic tenets of the No-Kill philosophy
- Treat felines with care and compassion
- Maintain a positive and respectful attitude toward staff and general public
- Demonstrate ability to prioritize workload
- Willingness to participate in meetings and share ideas and suggestions to improve the organization as a whole

Duties and Responsibilities

- **Development:** Works with Development Committee and supervises development programs including, corporate donations, donor cultivation, and all other giving aspects.
- **Grants:** Responsible for all Development grant writing and reporting, researching new grant sources.
- **Corporate Sponsorship Program:** Cultivate donors for corporate sponsorship program while raising annual corporate sponsorship dollars and ensure program benefits are delivered.
- **Planned Giving:** Assists with overall Planned Giving strategy of the organization, including bequest and trust cultivation and Continuing Cat Care Program.
- **Reporting & Recordkeeping:** Manages budget materials and coordinates with the Operations Supervisor in reporting requirements. Oversees the organization's donor database, maintains donor records, and strategically develops queries for analytics and stewardship.



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Qualifications/Educational Background

- Excellent oral and written communication and interpersonal skills
- Minimum of a two year Degree required and at least 3 years of experience in development and/or marketing.
- Proven experience in successful grant writing, donor base development and obtaining corporate funding.
- High energy, outgoing, team player, and a passion for The Hermitage's mission is essential.
- Microsoft Word, Power Point and Excel, and familiarity with Donor Snap or other donor software