



## **DEVELOPMENT ASSOCIATE – Animal Welfare League of Arlington in Arlington, VA**

### **Development Associate**

Reporting to the Director of Development, the Development Associate is charged with supporting fundraising activities for the Animal Welfare League of Arlington. This position will support the Director of Development in all aspects of fundraising related to annual appeals, donor research, identification and cultivation, grant research, grant calendar creation, sponsor identification and engagement, and database maintenance.

All administrative staff also shares the responsibility of staffing the Front Desk during open hours and assists with one to two Rabies Vaccine & Microchip Clinics per year.

This position is based in Arlington, Virginia.

### **About the Animal Welfare League of Arlington**

Since 1944, the Animal Welfare League of Arlington has been committed to improving the lives of animals. The League provides temporary care and refuge for homeless and suffering animals, places animals in loving responsible homes, provides animal control services to Arlington County, and offers a wealth of animal welfare programs and community services. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization dedicated to creating a world where all companion animals find compassionate and permanent homes. For more information, please visit [www.awla.org](http://www.awla.org).

### **Reporting Relationships**

This position reports to the Director of Development.

### **RESPONSIBILITIES**

- Work with Director of Development to implement a schedule for electronic and direct mail appeals. This includes drafting appeal letters, identifying and creating lists for each scheduled appeal; managing and maintaining appeal donation records; and, providing reports of performance for each appeal. Includes communicating with direct mail vendor and participating in the design and writing of direct mail and online appeals.
- Generate weekly donor reports to include recent donations, giving history, and any relevant changes in donor status.
- Work closely with Database Administrator to obtain mailing lists; analyze direct and online mail results; edit, pull, fold and stuff donor acknowledgment letters; process gift-in-kind donation paperwork; ensure accuracy and consistency of PetPoint and Raiser's Edge constituent records; research prospects and donors; and conduct database maintenance.
- Assist with recording donations, as needed.
- Assist Special Events Coordinator with events and sponsorship solicitation and engagement, as needed.
- Assist Communications Specialist with promotions, social media posts, website maintenance and identification of compelling stories for appeals and calls-to-action.



- Identify and staff all appropriate workplace giving (CFC and other) events, recruiting volunteers to assist if/as needed.
- Ensure that AWLA Wish List is current and accurate by consulting with colleagues in appropriate departments and updating accordingly in print, on website, and on Amazon.
- Coordinate with PH Media Group to draft and update on-hold messaging seasonally, or as appropriate (ex. to promote shelter events, programs, and services).
- Maintain accurate list of Healthy Pet expenses on Google Drive. Report to donors and/or Director of Development, as needed.
- Represent AWLA at events in the community including at local business engagements, civic associations, and other networking opportunities.
- Support Development Director with grant writing efforts, newsletters, and other communication materials.

### **External Relations**

Work a minimum of 6 hours per week, including one evening per week, and one weekend day per month, at the Front Desk interacting directly with the public by answering questions about the shelter, performing application reviews and adoptions, fielding and dispatching Animal Control calls, etc. Assist with one to two (1-2) Rabies & Microchip Clinics per year.

### **Required Qualifications**

- Bachelor's Degree
- 3-5 years' professional experience in a development position that includes donor communications preferred.
- Exceptional writing, editing and proofreading skills.
- Excellent organization skills and ability to handle details while pursuing overall goals and consistently meeting deadlines.
- Familiarity with basic fundraising principles and best practices.
- Previous online fundraising or annual fund experience a plus.
- Ability to connect with people from a wide range of backgrounds.
- Excellent in-person (face-to-face) skills and telephone etiquette.
- Demonstrated ability to work independently as well as a member of a team, with volunteers and partners.
- Strong technical skills, including proficiency with Microsoft Office applications, and ability to navigate and report from donor databases, as required.
- Demonstrated ability to handle confidential information in a discrete and professional manner.
- Flexible schedule with the ability to work some evenings, weekends, non-standard hours and over-time, as needed.

### **Desired Qualifications (helpful but not required)**

- Experience in the field of animal welfare or animal sheltering
- Experience with "hands-on" nonprofits
- Experience working with PetPoint
- Experience using Blackbaud's Online Express and Raiser's Edge



### **Personal Characteristics**

- Passion for the mission of the Animal Welfare League of Arlington
- Deep commitment to the goals of the organization
- Ability to work calmly under pressure and within a small, dynamic team
- Energetic, hard-working, team player
- Positive, enthusiastic, professional image in representing AWLA, both internally and externally
- Discretion with confidential information

### **Travel Requirements**

This position requires travel to represent the organization in the community, at workplace giving and special events, attend meetings, meet with vendors, sponsors, and colleagues at other organizations, attend conferences and training programs, and cultivate donor relations.

### **Typical Physical & Mental Demands**

Requires frequent bending, reaching, stooping, kneeling, walking/standing, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other equipment or machinery. Will have exposure to injured and deceased animals, disinfectant solutions, and various weather conditions. May assist in animal restraint and deal with distressed animals, and could be subject to bites and scratches. May be required to lift heavy items (possibly up to 50 lbs) or animals and be physically active. Requires normal range of hearing and eyesight to communicate with the public, volunteers, staff, and animals. Also requires flexibility and adaptability to work with frequent interruptions.

Must be comfortable around dogs, cats, small companion animals and all wildlife.

Required to receive rabies prophylaxis vaccine, hepatitis-B, and tetanus vaccinations.

### **Compensation**

This is a full time, non-exempt, hourly position with medical benefits and vacation/sick time. Salary range is within the Society of Animal Welfare Administrators (SAWA) median range.

### **To Apply**

Please submit the following application materials to Claudia West at [jobs@awla.org](mailto:jobs@awla.org) with **Development Associate** in the subject line:

- A cover letter describing your interest in the position and relevant experience/qualifications
- Resume including references
- Please include salary expectations

Animal Welfare League of Arlington is an Equal Opportunity Employer, with a commitment to diversity in the workplace.

Applications will be considered on a rolling basis. Position will remain posted until filled. No phone inquiries, please.