



Events & Sponsorship Coordinator – Animal Welfare League of Arlington, VA

Events & Sponsorship Coordinator

The Events & Sponsorship Coordinator is an important, outward-facing member of the Development department at the Animal Welfare League of Arlington. This position works closely with the Development team to coordinate and promote all aspects of the League's major fundraisers, programs, and events, including donor cultivation and stewardship; manage the League's sponsorship program; and represent the organization in the community at public functions, workplace giving events, Chamber meetings, etc.

This position also shares the responsibility of staffing the Front Desk during open hours and assists with one to two Rabies & 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, and the people who love and care for them. 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.

Reporting Relationships

This position reports to the Director of Development and is an integral part of a development team of five (5). This position also works closely with all AWLA staff members, volunteers, board members, and the general public.

RESPONSIBILITIES

- Manage all aspects of the League's major annual fundraiser(s). Responsibilities include: venue selection and liaison; coordination, if/as needed, with Arlington County to submit applications and secure permission, permits, security, etc.; participant/registration/guest list management, including event website design and maintenance (using appropriate software); vendor and talent solicitation and selection; sponsor solicitation, liaison, and recognition; budget management, including invoicing sponsors/vendors and timely payment of bills; volunteer recruitment, training and supervision, including committee creation and direction, as needed; and staffing.
- Design and coordinate recurring and one-off in-house events, including Kitten Yoga, Grown-up Movie Nights, Smarty Pets, etc.
- Manage AWLA's sponsorship program, including identifying and soliciting new sponsors; stewarding existing sponsors; creating and tailoring annual sponsorship packages; and ensuring that sponsorship benefits are fulfilled in a timely and appropriate manner. Note: Building and maintaining strong relationships with area businesses, partners, and sponsors is an important part of this role.



- Coordinate and staff off-site events, such as yappy hours and “friendraisers”, including scheduling volunteers or colleagues (as appropriate) to represent the shelter, with adoptable animals, when possible.
- Represent the League in the community at public functions, business gatherings, meetings of groups like civic associations and Rotary clubs, and at CFC/workplace giving events.
- Coordinate with Communications Specialist to advertise and promote events and programs on Social Media, online (email, AWLA website, ticketing/registration platforms), and in print.
- Fields silent auction requests and coordinate with colleagues to fulfill.
- Together with Director of Development, plan and staff donor cultivation events throughout the year.
- Support Development team members and assist with additional duties as assigned.

External Relations

- Work a minimum of eight (8) 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 of work experience in a similar role
- Experience planning events and working with donors
- Facility working with event software to design websites and manage registration (including peer-to-peer fundraisers)
- Self-motivated with the ability to work independently in a hands-on work environment
- Accuracy when working on multiple projects simultaneously and ability to meet short deadlines
- Demonstrated ability to easily work with people at all levels
- Excellent customer service and public-speaking skills
- Detail-oriented with exceptional organizational skills
- Flexible schedule with the ability to work some evenings, weekends, non-standard hours and over-time, as needed
- Strong computer literacy
- Ability to communicate in a polite and professional manner

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 may require occasional travel to attend meetings, community and workplace giving events. (Transportation costs reimbursed.)

Typical Physical & Mental Demands

Position 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. May be exposed 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. Job 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 and sick time. The compensation for the position is within the AAWA (Association of Animal Welfare Advancement) median range paid on a bi-weekly basis.

To Apply

Please submit the following application materials to Claudia West at jobs@awla.org with Events & Sponsorship Coordinator in the subject line:

- A cover letter describing your interest in the position as well as any relevant experience and qualifications. Please include why you believe to be an excellent candidate for this type of position
- Current and up to date Resume

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.