



## Las Vegas Valley Humane Society Development Associate Job Description

### Position Description:

The Las Vegas Valley Humane Society (LVVHS) is seeking a Development Associate. This is a unique opportunity to be part of a dynamic, growing nonprofit animal rescue organization based in Las Vegas, NV. The Development Associate's role is to manage social media, plan and execute fundraising campaigns and events, and secure grant funding. The position also supports the mission of the LVVHS and reports directly to the board of directors, working closely with board member that has development experience. The initial emphasis is on social media and fundraising events, with opportunity to grow into other aspects of fundraising.

### Responsibilities:

- Work with the board of directors to develop and implement a comprehensive fundraising plan that employs a variety of strategies including, but not limited to, online giving, donor recognition and engagement, major gifts, corporate gifts/sponsorships, planned giving, and fundraising events (including newsletters and direct mail).
- Develop a compelling online presence for LVVHS, including but not limited to the website and social media.
- Conduct outreach to the community including serving as a representative of LVVHS and coordinating staff or volunteer tabling/participation at suitable community events.
- Manage grants in coordination with Board of Directors, including research, identification of opportunities, applications, and follow-up on grant reporting. (Experience is not a requirement.)
- Develop and maintain corporate sponsorships.
- Keep up with emerging best practices and significant developments and trends within the field of development/fundraising and animal welfare.

### Qualifications:

- A minimum of three years of experience in the field of nonprofit fundraising/development.
- Knowledge of animal welfare is a plus.
- Proficiency with Microsoft Windows and Office (Word, Excel and PowerPoint is a plus). Comfortable learning and using new programs/information systems.
- Social media experience.
- Event management experience.
- Graphic design experience is a plus (Canva or other graphic design software).
- Excellent communication and interpersonal skills – written and verbal, personable, professional, and able to get along well with a variety of people.
- Able to communicate effectively with individuals from all backgrounds.
- Maturity, good judgment; performs duties in a professional manner.
- Energetic and has a positive outlook.
- Understand and respect confidentiality in a variety of situations.
- Self-starter, takes initiative, ability to set goals and work independently.
- Strong organizational skills.
- Able to manage multiple tasks and projects.
- Ability to be flexible and adapt to a changing environment.

- Attention to detail.
- Ability to consistently meet deadlines.
- Knowledge of animal rescue organizations and operations in Southern Nevada a plus, but not required.

### **Requirements:**

- Passion for animal welfare.
- Resides within the greater Las Vegas area.
- Commitment to attend LVVHS fundraising events.

### **Terms of Employment:**

- Part-time
- Flexible work schedule (20-30 hours per week with opportunity to grow into more)
- Hours and days of the week is flexible (in-office and remote); can be totally remote except for attending in-staff meetings and fundraising events
- No minimum period of employment is implied or guaranteed
- Location: Las Vegas
- Hourly wage range: \$18 – \$22

### **How to Apply:**

Email a one-page cover letter and resume to: [info@humanenetwork.org](mailto:info@humanenetwork.org). In the subject line, please mention: LVVHS Development Associate Search Committee. Acknowledgement will be emailed upon receipt of your cover letter and resume.

### **About Las Vegas Valley Humane Society:**

LVVHS is a non-profit 501(c)(3) corporation established according to Nevada laws for public benefit. It is dedicated to improving the welfare of animals. Its articles of incorporation detail the primary purpose of the organization as follows:

- The prevention of cruelty to animals.
- The relief of suffering among animals.
- Reducing the over-breeding of domestic animals – primarily cats and dogs – through public education and sterilization programs.

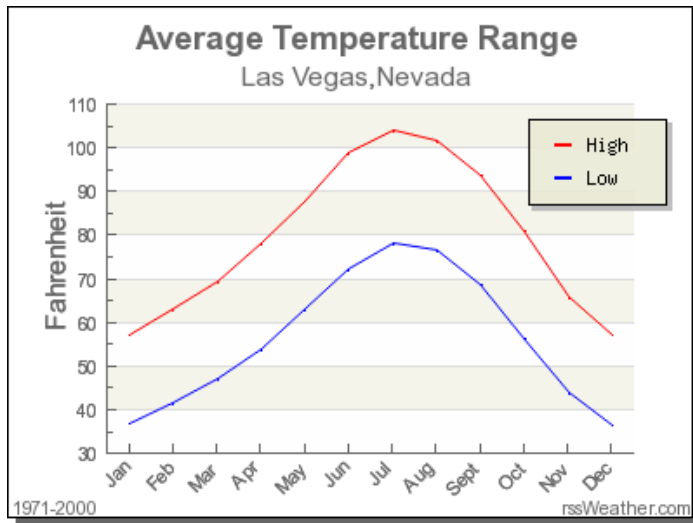
Their primary emphasis is on stray and abandoned animals, reducing animal overpopulation primarily through their trap-vaccinate-neuter-and-return to caretaker program for feral cats (the largest overpopulation problem) at no cost to the caretaker. They provide dog and cat spay/neuter services for people who need assistance, or have a complete inability to pay, and for abandoned animals. They also find homes for friendly abandoned animals through their adoption program.

### **About the Community**

LVVHS is located in sunny Las Vegas, Nevada, *The Entertainment Capitol of the World*. A world-class tourist and convention destination, Las Vegas is home to more five-star hotels than any other city in the world and a tremendous variety of restaurants and dining options. The city attracts countless concerts, shows, and events.

There are plenty of outdoor recreation opportunities including golfing, hiking, biking, and boating. Lake Mead, Valley of Fire State Park and Zion and Death Valley National Parks are all short drives from Las Vegas. Lake Tahoe and Reno are a short flight away. Las Vegas McCarran Airport is one of the top ten airports in the country, offering easy connections to other destinations.

Las Vegas is the county seat of Clark County and the largest city in Nevada. The community boasts a positive economic outlook. The University of Nevada, Las Vegas has become a thriving research university.



Las Vegas gets nearly 300 sunny days each year. Average high temperatures are 58 degrees in December and January (the coldest months) and 106 degrees in July (the warmest month).