

FieldHaven Feline Center Development Associate Job Description



Position Description

FieldHaven Feline Center (FieldHaven) is seeking a Development Associate. This is a unique opportunity to be part of a dynamic, growing nonprofit feline rescue organization based in northern California. The Development Associate's role is to raise funds that enable FieldHaven's lifesaving mission by focusing on community outreach, fundraising campaigns and events, and grant funding. This position reports to the Executive Director.

Responsibilities:

- Work with the board of directors and executive director 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).
- Establish development goals, budgets, timelines, and procedures. Monitor progress toward goals and make adjustments to achieve them.
- Conduct outreach to the community including serving as a representative of Fieldhaven and coordinating staff or volunteer tabling/participation at suitable community events.
- Manage grants in coordination with the executive director including research, identification of opportunities, applications, and follow-up on grant reporting.
- 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.
- Establish and maintain consistent high standards for quality of work.
- Provide quality customer service to donors, volunteers, and other internal and external customers.
- Work closely with marketing staff to coordinate communications and collateral.
- Create and maintain strong internal communications. Maintain ongoing communications with the executive director and other managers to ensure consistent messaging, maximize the impact of campaigns, and gather content/stories to tell the story of organization's work.
- Keep up with emerging best practices and significant developments and trends within the field of development/fundraising and animal welfare.
- Assist/perform other duties as needed.

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, PowerPoint, and Excel). Comfortable learning and using new programs/information systems.
- 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.

- Ability to stay calm in stressful 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.
- Comfortable speaking/presenting to groups is a plus.
- Commitment to FieldHaven's mission and strong desire to keep abreast of animal welfare issues.
- Valid driver's license and auto insurance.

Physical Requirements

- Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles, or equipment, may be a disqualification.
- Must be able to stand, walk, bend, stoop, and sit regularly for prolonged periods of time to perform duties. Must have the ability to perform physical activity, including lifting and carrying objects weighing up to 40 pounds alone or with the help of another person for short distances. Must be able to regularly climb short flight of stairs.

Working Conditions

- Must be able to deal with the sometimes emotional nature of working with animals, fast-paced and changing work environment, and some stressful or demanding work.
- By nature of this work, there will be exposure to injured, sick, unruly, and fractious animals.

Nature of Employment

- Part-time, non-exempt position that reports to the Executive Director (20-30 hours per week with opportunity to grow into more).
- Work schedule (hours and days of the week) may vary according to the needs of the organization, which may from time to time and may include evenings, weekends, and holidays.
- Location: Lincoln, California
- No minimum period of employment is implied or guaranteed
- Location: Lincoln, California

Compensation

The wage range is \$25 - \$30 per hour.

How to Apply

Email your one-page cover letter and resume to: Diane Blankenburg of Humane Network at info@humanenetwork.org. Acknowledgment will be emailed upon receipt of your cover letter and resume. Applications will be reviewed as they are received.

About FieldHaven Feline Center

FieldHaven Feline Center is a non-profit organization founded in 2003. We have many progressive, innovative programs. You can read more about the organization and programs on the website: <https://fieldhaven.com/>.

FieldHaven believes that for every cat in need, there is a solution. We create and enable these solutions by engaging and empowering communities and providing the needed resources, to ensure that every cat has a safe place to live.

FieldHaven does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and terminating staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.

About the Community

Lincoln is a city in Placer County, California, United States, part of the Sacramento metropolitan area. Located in an area of rapid suburban development, it grew 282.1 percent between 2000 and 2010, making it the fastest growing city over 10,000 people in the U.S. Its 2020 population is over 50,600. It is located at the base of the Sierra Nevada with a variety of both summer and winter recreational activities. Nearby Sacramento is the state’s capital and has both a rich history and many popular attractions.

