

Donor Development Associate—Lead Grant Writer

FLSA Status: Full time Non-exempt

Work direction: Works under the supervision, direction and training of the Development Director or assigned staff to accomplish assigned duties and responsibilities.

Summary: Assist the Development Director in managing the shelter's donor development program (major gifts, individual and foundation giving) with particular emphasis on updating Raiser's Edge database file to reflect donor activity. Grant writing. Website design, creation of online and printed newsletters and communications.

Essential Duties and Responsibilities:

- Maintain donation information processing to and from donor database (Raiser's Edge).
- Develop and write grant proposals for foundations, corporations, and public agencies.
- Analyze LHS donor lists to identify and cultivate both major gift and planned giving prospects. When necessary work with Development Director to call on such prospects.
- Act as lead contact for direct mail vendor; manage organization and distribution of fundraising mailings.
- Oversee and update LHS Website.
- Execute on timely response of acknowledgement letters for all fund gifts under \$250(individual, workplace, corporate, special events, etc.).
- Assist with the solicitation of donations, sponsorships, product "in kind" and other donations.
- Execute on design and implementation of online and print newsletter.
- Provide support to fundraising activities/events as needed.

Benefits: Vacation pay, sick leave, Medical and Dental benefits. 8 paid holidays, flexible benefits. All employees receive discounts at LHS thrift and retail store as well as LHS veterinary services.

Education, Experience, and Knowledge/Skills/Abilities:

Required: Bachelor's degree or equivalent experience in non-profit fund raising. Working knowledge of Raiser's Edge software is **essential**; prefer 1-2 years minimum working with Raiser's Edge. 2-3 years of documented successful grant writing.

Desired: Self motivated, enthusiastic, and collaborative staffer to aid in the transition to Raiser's Edge and bring Longmont Humane Society grant income to the next level. Concern and passion for animal

welfare. Effective verbal and written communication skills with proficiency in MS Office (Word, Excel, Outlook). Flexibility with scheduling and availability to work weekends as needed.

Working Conditions: Work environment is primarily private office, sitting at a desk using computer and telephone on a regular basis. Some exposure to animals.