



POSITION TITLE: Development and Finance Coordinator

SUMMARY

The primary responsibility of the Development and Finance Coordinator will be to support the organization in fundraising and accounting efforts. The Development and Finance Coordinator will assist the senior leadership in fundraising administrative support, database management, and reporting.

SUPERVISOR: Director of Finance and Administration

STATUS: Non-Exempt, Hourly

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Process all donations from multiple sources (mail, website, donation boxes, running monthly credit cards) and produce weekly and monthly reports.
- Generate and mail gift acknowledgments and year-end tax letters and ensure that receipts are processed and mailed out in a timely fashion.
- Manage the Donor Perfect donor database; resolve any data, gift acknowledgment or income balance issues; manage efficiency of data and accuracy of addresses; run reports as needed; and prepare mailing lists for events, direct mail pieces and newsletters.
- Write and manage tribute cards and mail out on timely basis. Must have good handwriting.
- Keep content of letters fresh and inviting for donors.
- Work with Executive Director on which donors need handwritten cards and personal phone calls utilizing the tools provided in Donor Perfect.
- Serve as liaison for workplace giving.
- Manage file storage for department.
- Filing, photocopying, faxing and other administrative tasks as needed.
- Enter daily income into QuickBooks and prepare deposits for the Director of Finance and Administrations review and deposit.
- Assist with tours of the facility, engagement with customers, donors, adopters and community members.
- Help with collecting donations for raffles and auctions, tracking special event logistics and more.
- Invoice sponsors for events and track account receivables as requested.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

High School Diploma or GED equivalent required.

At least 2 years of college education or 2 years of related experience preferred.

Knowledge, Skills and Abilities

- Knowledge of Donor Perfect software with a minimum of two years of experience with a donation CRM strongly preferred.
- Knowledge of accounting software preferred.
- Strong attention to detail and well-organized with great writing skills.
- Schedule flexibility, with the ability to work nights and weekends occasionally as needed by the business needs of Heritage Humane. Most shifts will be between the hours of 9 a.m. and 5 p.m.
- Ability to remain calm during high-pressure event situations.
- Excellent communication skills.
- Ability to interact effectively and tactfully with staff, Board members, donors, and the public.
- Excellent time and project management skills.
- Self-starter and ability to work independently.
- Ability to work collaboratively with a diverse group of dedicated individuals.

Hours: Part-time, non-exempt position (30 to 32 hours weekly to start). Ability to transition to full-time as the program expands in the next 6 months to a year.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The noise level is moderate to high (business office with computers, printers, light traffic and the animal clinics with animals barking/howling). Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

To Apply: Email Business@heritagehumanesociety.org

Amount of Time

General Requirements	None	Under 1/3	1/3 to 2/3	Over 2/3
Seeing: Must be able to read labels, reports, and use computer				X
Hearing: Must be able to hear well enough to communicate with clients and co-workers.				X
Standing/Walking/Mobility: Must be able to stand to conduct inventory assessment and operate office machines, mobility between offices.				X
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing: Must be able to lift boxes of merchandise up to 35lbs.		X		
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

EMPLOYEE ACKNOWLEDGEMENT

As an employee of the Heritage Humane Society, I have read the aforementioned job description and agree that I am capable of performing all the necessary functions of the job.

Employee Signature: _____ Date: _____