



Animal Welfare
League of Arlington

Annual Giving & Special Events Manager – Animal Welfare League of Arlington in Arlington, VA

Annual Giving & Special Events Manager

The Annual Giving & Special Events Manager works closely with the Director of Development and manages the annual giving program, assists with the day to day operations of the development department and coordinates the League's major fundraising events. 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. 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 subsidizes county funds to provide a wealth of animal welfare and community services. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare league of Arlington is 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 works within a team of 4 staff members. The Annual Giving & Special Events Manager also works closely with AWLA staff, volunteers, the public, and outside vendors.

RESPONSIBILITIES

- Manage all aspects of Annual Giving program to include Direct Mail and Online fundraising campaigns
- Plan and implement schedule of Direct Mail and Online appeals ensuring the fundraising message is strong and consistent
- Report results of Direct Mail and Online fundraising efforts to the Director of Development and work with the director to strategize the best timing and use of appeals to meet goals set for these areas
- Manage all vendors and software associated with Direct Mail and Online fundraising such as Grizzard and Blackbaud
- Work with Communication's Specialist to ensure Social Media campaigns coincide with other annual giving fundraising efforts
- Coordinate all aspects of the League's major annual fundraisers to include the Spring Walk for the Animals and a fall fundraiser. Tasks include: vendor and venue liaison, invite coordination, volunteer recruitment and management including event committee, prize solicitation and management, guest list management, seating assignments as needed, monetary sponsorship



Animal Welfare
League of Arlington

solicitation assignments and management, liaison with all sponsors, manage acknowledgements for all donations, manage invoices and payments to vendors, manage event budget

- Coordinate with Communication's Specialist on event promotions including scheduling, content, social media, and materials
- Assist with donor parties and major donor cultivation events throughout the year
- Assist with general donation data entry in Raiser's Edge and acknowledgment letter follow-up as needed
- Report annual giving and event status to Development Committee at monthly meetings
- Assign and manage monetary sponsorship solicitation with Development Committee
- Work with Board of Directors and Development Committee on new potential sponsors and/or fundraising ideas
- Act as donor liaison in shelter as needed
- Additional duties as assigned

External Relations

- This position is required to interact directly with the public working at the front desk in customer service and adoptions, as well as dispatch animal control calls on a rotating basis with other staff members (8-10 hours per week).
- This position is required to collaborate with external partners, sponsors, honorees, board members, and committee members

Required Qualifications

- 3-5 years of work experience in a similar role
- Experience planning events and working with donors
- Experience writing appeals and creating email appeal
- Self-motivated and the ability to work independently in a hands on work environment
- Accuracy when working on multiple projects simultaneously and able meet short deadlines
- Demonstrated ability to easily work with people at all levels
- Excellent customer service and public speaking skills
- Exceptional writing and organizational skills with attention to detail
- Demonstrated ability to write clearly and persuasively
- Bachelor's Degree or relevant experience
- Flexible schedule with the ability to work some evenings, weekends and nonstandard hours
- Strong computer literacy
- Confident using Blackbaud

Desired Qualifications (helpful but not required)

- Experience in the field of animal welfare or animal shelter
- Experience using Blackbaud's Online Express and Raiser's Edge
- Experience with "hands on" nonprofits
- Experience working with PetPoint

Personal Characteristics



Animal Welfare
League of Arlington

- A deep commitment to the goals of the organization
- Ability to work calmly under pressure and within a small dynamic team
- Energetic, hard-working, and a 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 in order to attend meetings and local community events.

Typical Physical & Mental Demands

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. Will have exposure 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 (upwards of 50 lbs) or animals and be physically active. 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.

Will be 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 SAWA median range.

To Apply

Please submit the following application materials to Claudia West at jobs@awla.org with Annual Giving & Special Events Manager in the subject line:

- A thoughtful cover letter describing your interest in the position and relevant experience/qualifications
- Current Resume
- Salary requirements

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.