



## **Special Events and Development Associate – Animal Welfare League of Arlington in Arlington, VA**

### **Summary**

The Special Events & Development Associate works closely with the Director of Development, Database Administrator, and Communications Specialist to coordinate and promote all aspects of the League's major fundraisers, donor cultivation, and off-site events, such as workplace giving (CFC) and "friend-raisers". This position also supports the department by maintaining the AWLA Wish list, tracking Healthy Pet Fund expenses, stocking Development materials at the Front Desk and for distribution at events, assisting with gift-in-kind data entry, updating shelter "on-hold" phone messaging, giving general tours of the shelter, and other duties as assigned. All administrative staff also shares the responsibility of staffing the Front Desk during open hours and assists with one-two Rabies & Microchip Clinics per year. 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](http://www.awla.org)

### **Reporting Relationships**

This position reports to the Director of Development and is an integral part of the development team, which consists of a team of three (3). This position will also work closely with all AWLA staff members, volunteers, board members, and the general public on a regular basis.

### **RESPONSIBILITIES**

- Coordinate all aspects of the League's major annual fundraisers (currently *Spring Walk for the Animals* and *Fall Pints 4 Paws* beer festival). Responsibilities include: venue selection and liaison; coordination with Arlington County to submit applications and secure permission, permits, security, etc.; service and supplier selection and management; invitation/promotion coordination; participant/guest list management; vendor solicitation and selection; sponsor recognition and liaison; budget management, including invoicing sponsors/vendors/donors and timely payment of bills; volunteer recruitment, training and supervision, including committee creation and direction; and staffing events.
- Work with staff of Arlington Philharmonic to plan and promote annual *Pops for Pets* concert (typically last Sunday in June).



- Serve as primary contact and coordinator for recurring and one-off in-house fund- and friend-raising events like Kitten Yoga, birthday parties, etc.
- Coordinate with Communications Specialist to advertise and promote events on Social Media, online (email, AWLA website, ticketing/registration platforms), and in print.
- In consultation with Director of Development, plan and coordinate donor cultivation events throughout the year.
- Serve as primary point of contact and coordinator for all external event requests; working with colleagues in Adoptions and Animal Care to identify eligible animals to show off-site; staff events as appropriate, and recruit volunteers to assist, as needed.
- Identify and staff all appropriate workplace giving (CFC) events, recruiting volunteers to assist if/as needed.
- Receive donations from individuals and groups, especially “young philanthropists” at Front Desk and, in appreciation, provide brief tours of the kennels and, if appropriate/desired, an opportunity to meet an animal.
- Ensure that AWLA Wish List is current and accurate by consulting with colleagues in appropriate departments and update accordingly in print, on website, and Amazon Smile.
- Enter Gift in Kind donations into Raiser’s Edge in an accurate and timely fashion.
- Maintain supply of blank Gift in Kind donation forms and order more as needed.
- Maintain supply and display of Development materials in Front Office (including GIK receipts, annual report, Wish List brochure, etc.)
- Maintain accurate list of Healthy Pet Fund expenses on Google Drive.
- Coordinate with PH Media Group to draft and update on-hold messaging seasonally, or as appropriate (ex. to promote shelter events or initiatives).
- Maintain current and accurate contact information for AWLA Board of Directors, including approved bios with photos, terms of service, handbook, etc. [Note: Confidentiality essential]

#### *ADDITIONAL RESPONSIBILITIES*

- Demonstrate knowledge of and adherence to AWLA policies and procedures
- Ensure a safe work environment, follow safety guidelines, and model safe work practices
- Take immediate action to address any safety concerns that could put a staff member, volunteer, customer, shelter animal, or the organization at risk
- Practice and encourage the humane treatment of animals
- Follow direction of managers, directors, and CEO
- Perform other duties as assigned

#### **External Relations**

- Work a minimum of eight hours per week, including one evening per week, and one weekend day per month, at the Front Desk interacting directly with the public by answering questions about the shelter, performing application reviews and adoptions, fielding and dispatching Animal Control calls, etc.
- Assist with one-two Rabies & Microchip Clinics per year



### **Required Qualifications**

- three-five years of work experience in a similar role
- Experience planning events and working with donors
- Self-motivated with the ability to work independently in a hands-on work environment
- Accuracy when working on multiple projects simultaneously and ability to meet short deadlines
- Demonstrated ability to easily work with people of all levels
- Excellent customer service and public speaking skills
- Exceptional writing and organizational skills with superb attention to detail
- Bachelor's Degree or relevant experience
- Flexible schedule with the ability to work some evenings, weekends, and non-standard hours
- Strong computer literacy
- Experience using Blackbaud's Online Express and Raiser's Edge
- Ability to learn to use and enter information into the shelter computer database

### **Desired Qualifications (helpful but not required)**

- Experience in the field of animal welfare or animal shelter
- Experience with "hands on" nonprofits
- Experience working with PetPoint

### **Personal Characteristics**

- Passion for the mission of the 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 requires occasional local travel to events in Arlington County and the Washington Metropolitan area.

### **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](mailto:jobs@awla.org) with Special Events & Development Associate in the subject line:

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