

Match your compassion for animals with your skills in fundraising – become the Development Associate at Society for the Prevention of Cruelty to Animals Los Angeles (spcaLA). As a key member of the development team, you will work with the Vice President to develop, implement, and monitor the fundraising program to meet annual operating budget needs at Los Angeles' first and finest animal welfare organization.

## Key Responsibilities:

- Develop and steward relationships with individual, foundation, and corporate donors, to increase donor engagement and revenue;
- Supervise daily operations of development staff and volunteers, including database management;
- Work with the Vice President, and other members of the management team, to research, plan, budget for, implement, and evaluate fundraising initiatives, including but not limited to:
  - Major and planned giving;
  - Fundraisers and other donor-driven events;
  - Foundation grant opportunities;
  - Corporate sponsorship and in-kind donations;
  - Digital and peer-to-peer fundraisers;
  - Direct mail and integrated marketing campaigns.
- Represent spcaLA at appropriate functions, such as speaking engagements, tours, media appearance, special events, and the like;
- Exemplify spcaLA's core values of compassion and respect for others as a member of the spcaLA Management Team.

## Key Qualifications:

- 3+ years' experience in a development, sales, or marketing role and 1+ years' experience in a management role;
- Bachelor's degree or higher from an accredited college or university;
- Firm grasp of CRM systems. Knowledge of/experience with Blackbaud products, specifically Raiser's Edge and Luminate Online, preferred. Proficiency in Microsoft Office Suite products required;
- Excellent interpersonal, communication (both written and verbal), leadership, customer service, and public speaking skills;
- Strong analytical, project management, critical thinking, and team-building skills.

## Other essential qualifications:

- Mobility to stand, walk, sit, kneel, crouch or crawl; use hands, fingers; reach with hands and arms (putting up banners, etc.); speak and hear clearly; perform work, which involves lifting, carrying and/or pushing of 25 lbs. or more (info tub for special events, etc.);
- Be able to be near, and on occasion assist with, dogs, cats, and other companion animals;
- Be able to handle events/functions outside the office (some weekends/evenings required);
- Possession of a valid and appropriate California Driver's License and insurable to drive company vehicle, maintained during the course of employment.

This is a full-time, exempt position with excellent benefits. Salary depends on the length and breadth of experience.

This position is based at the spcaLA Administrative Office in Los Angeles (5026 W Jefferson Blvd), but the Development Associate will periodically work remotely and at other spcaLA locations.

To apply, email your resume and cover letter to [jobs@spcaLA.com](mailto:jobs@spcaLA.com).