

# Development and Events Coordinator Job Description

**Reports to: Development Director**  
**Classification: Non-Exempt/Part-time**  
**Date: 12.2023**

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## **West Suburban Humane Society (WSHS) Mission:**

Our mission is to work towards the day when all dogs and cats are loved and cared for and pet owners have access to essential resources so they may enjoy a fulfilling relationship with their pets. In doing so, we strive to:

Provide compassionate care for cats and dogs on their journey to compatible and loving homes.

Engage our community and serve as a resource for a variety of pet-related topics and challenges.

Team with volunteers of all abilities and strengths to build a robust network of support in our community.

Strengthen the human-animal bond through advocacy, humane education and promotion of animal welfare initiatives.

By working together, we can change the lives of the dogs and cats that have forever changed us.

## **Job Objective:**

Working part-time under the guidance of the Development Director, and in collaboration with all of WSHS's departments, the Development and Events Coordinator plans and executes small to mid-sized special events, and provides integral support for all larger, more complex foundation fundraising activities. This position also provides administrative support for our donor recognition and sponsorship fulfillment programs.

## **Essential Functions:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions of the job. Other functions, responsibilities and tasks may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Assist the Development Director in developing an annual calendar of events including a timeline and budget for each event.
2. Handle the coordination and logistics of all events:
  - a. Maintain all necessary event supplies.
  - b. Enlist and manage event volunteers.
  - c. Work with the Development Director to design all event flyers and promotional materials.
  - d. Submit event information to the Executive Director and Development Director for inclusion in the newsletter, website and social media.
  - e. Create and maintain events in GiveSmart.
3. Manage all off-site community events:
  - a. Determine if the event is to raise funds or awareness.
  - b. Determine if the event meets that goal.
  - c. Review these events annually to determine if we should continue to participate in the event.
4. Assist the Development Director with donation acknowledgments and recognition:
  - a. Run donation letters weekly through the donation processing system.



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- b. Prepare detailed sponsor invoice for event sponsors.
  - c. Run reports weekly for the Executive Director and Development Director to review to assist with donor recognition and outreach.
5. Work with the Executive Director and Development Director to do an annual audit on all fundraising events to determine if we should do them the following year or look for other sources of revenue.
6. Assist the Executive Director and the Development Director as requested.

**Minimum Qualifications:**

The requirements listed below are representative of the minimal knowledge, skills, and/or abilities required for this position.

Education & Certification:

Bachelor's degree preferred.

Experience:

2 years of event planning/fundraising experience. Experience with successfully communicating and working as part of a team are required.

Skills Necessary to Successfully Perform the Essential Functions of this Job:

Microsoft Word, Excel, Power Point, Outlook and Teams.

Experience with events and donor management software (such as eTapestry and/or GiveSmart) preferred but not required.

Professional presence, initiative, creativity, attention to detail, organization, cooperation, delegation, and group/teamwork.

Strong verbal and written communication skills required for public and individual communication with a diverse set of audiences.

Animal handling skills are preferred but not required.

**Supervisory Responsibility:**

Manage event volunteers.

**Physical Requirements:**

The physical requirements described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical requirements include: speaking, hearing and vision ability; manual dexterity to enter data, grasp or twist objects; sitting, walking and standing for extended periods of time; occasional bending, stooping, and kneeling; occasional lifting and carrying materials weighing up to 40 lbs.; frequent handling of materials up to 20 lbs.

**Travel:**

Occasionally in the Chicago metropolitan area. Will include outdoor events, sometimes in inclement weather.

**Working Conditions:**



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This is a part-time position with the majority of work being performed in an office environment. Some of the administrative job functions can be performed remotely. May require occasional weekend and evening work. Must be able to have a flexible schedule around event dates and must be available for the following signature fundraising events:

- Golf Outing (Last Monday in July)
- Barkapalooza (Last Sunday in September)
- Pawction (First Saturday in December)

*Your signature below indicates that you have read and understand the job description and agree to perform all functions as assigned.*

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**Employee Signature**

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**Date**



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