

Development Coordinator Job Description

Reports to: Development Director

Classification: Exempt/Full-time

Date: 6.2025

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 full-time under the guidance of the Development Director, on the Development Team, and in collaboration with all of WSHS's departments, the Development Coordinator supports the mission of WSHS by implementing and coordinating donor relations, and community engagement initiatives. This role will help grow and steward a vibrant donor base, support events, manage gift processing and donor records, and create compelling communications to deepen supporter engagement and expand our impact. The Development Coordinator's main role is to assist in reaching fundraising goals and coordinate a comprehensive donor database.

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 in the planning, implementation and evaluation of individual giving campaigns and fundraising initiatives with a focus on grassroots/community level and recurring giving.
2. Manage donor database; Maintain accurate donor/constituent records and gift processing using donor management software (CRM).
3. Coordinate donor stewardship initiatives; Prepare donor acknowledgement letters, reports and other correspondence.
4. Support grant tracking, research, and reporting, including meeting deadlines and assembling supporting documents.
5. Assist with communications including Pawesome News, email campaigns and social media content in collaboration with the Development Director. (print, digital, and social)
6. Conduct donor and sponsor prospect research to identify new funding opportunities.
7. Cultivate positive relationships with donors, sponsors, and volunteers to enhance donor stewardship and retention.
8. Provide logistical, administrative, clerical, and data management support to the Development Team to ensure efficiency.
9. Support events, legacy giving and corporate sponsorship initiatives as needed.
10. Assist the Executive Director and the Development Director as requested.



West Suburban
Humane Society

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 or equivalent experience in non-profit development or a related field.

Experience:

2+ years of development experience preferred. 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 365 and Google Drive, including Word, Excel, Power Point, Outlook and Teams.

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

High attention to detail.

Excellent organizational and time-management skills, with the ability to manage multiple projects.

A healthy relationship with excel spreadsheets, data entry and analysis.

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

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

Mission driven and willing to go the extra mile.

Supervisory Responsibility:

None

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.

Travel:

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

Working Conditions:

This is a full-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.

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

Employee Signature

Date

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