



## Development Specialist

Cat Depot is seeking a key member of the Communications Department focusing on donor development, cultivation, retention and fundraising initiatives as well as assisting with event planning and community engagement and providing support for the Director of Communications & Development and Executive Director as needed.

### Responsibilities include but are not limited to the following items:

- Provide stewardship to current donors, including working with Director of Communications & Development and Executive Director to provide regular written updates (emails, letters, cards of thanks, etc.) to donors.
- Conduct prospect research, and create profiles and presentations for individual meetings and events.
- Provide superior customer service to current and potential donors, supporters and members through personal interactions and cultivation.
- Leading of onsite tours for donors when Director of Communications & Development and/or Executive Director are unavailable.
- Assisting with all administrative details associated with donor cultivation as requested by other managers and Directors.
- Assist with research, prep, acquisition, and reporting of potential grants/gifts as needed.
- Assist with all aspects of planning and implementing organization's fundraising events including participation onsite (set-up/breakdown/etc.).
- Sourcing of new corporate/business and individual donor/sponsor prospects and moving them into appropriate giving funnel.
- Assist with other duties relating to customer service as assigned (i.e. front desk, greeting visitors, tours, answering phones, etc.).
- Represent the organization at community functions as needed.

College degree or paid equivalent experience required. Non-profit and/or animal welfare experience a plus. Excellent pay, health benefits, paid vacation and holidays, and growth potential. Cat Depot is a non-smoking facility.

**Email cover letter and resume to: [info@catdepot.org](mailto:info@catdepot.org) with subject line "Development Specialist" – No phone calls, please.**

**Check us out at [www.catdepot.org](http://www.catdepot.org).**