

## Development Assistant

Reports To: President & CEO

SAFE Haven for Cats is a 25-year-old animal shelter in Raleigh, North Carolina. The mission of SAFE Haven for Cats is to use no-kill principles and education to save cats' lives through rescue, adoption, spay/neuter services and community programs. Our long-term vision is to be our area's leader in ending euthanasia to control animal population and eliminate pet homelessness. We operate a low-cost spay/neuter clinic with a full-time veterinarian/medical director, a shelter and adoption program, and a Pet Food Pantry to enable financially challenged individuals and families to keep their companion animals

### Job Responsibilities

- Assist the President and CEO with key stakeholder relations
- Record and track all contributions in a database
- Create timely reports using ETapestry fundraising software
- Track many different types of contributions creating meaningful and targeted thank you letters
- Manage all "Sponsor a Cat" donations
- Research donor prospects
- Track in-kind donations
- Assist with special event tickets and activities
- Greet visitors in the lobby, as needed

### Experience and Skill Requirements

- Bachelor's degree
- Experience working with a donor database or customer relationship management (CRM) software, familiarity with ETapestry or Raiser's Edge donor software is a plus
- Excellent organizational and time management skills, ability to multi-task and prioritize work flow
- Clear, professional verbal and written communication skills
- Self-motivated with ability to work well independently and as part of a team
- Proficiency with Microsoft Office: Word, Excel, and Outlook
- Strong customer service skills
- Some evening and weekend requirements

### Personal Characteristics

- Detail-oriented, with interest in improving systems through creativity and problem solving
- Respectful, approachable, with high standards for confidentiality, and personal integrity
- Genuine interest in advancing the mission of SAFE Haven for Cats

### Physical Demands

- Standing, stooping, bending

### Office Environment

This position is part-time (25 hours per week) maximum and requires availability to work Monday through Friday

Please send resume with cover letter to Pam Miller at SAFE Haven for Cats. Email to [pam@safehavenforcats.org](mailto:pam@safehavenforcats.org) or mail to 8431-137 Garvey Drive, Raleigh, NC 27616. No phone calls please.