



Job Title: Development and Administrative Assistant

Reports To: Executive Director

Status: Full-time, Hourly

Position Overview: The Development and Administrative Assistant plays a key role in supporting our fundraising and donor relations efforts while ensuring smooth administrative operations. This position involves donor stewardship, database management, and close collaboration with the development team and committee. The ideal candidate will be passionate about animal welfare, possess strong communication skills, provide excellent customer service, and thrive in a collaborative environment.

Key Responsibilities:

- **Donor Management & Stewardship:** Accurately input donations, pledges, and contributions into the donor database, ensuring up-to-date and complete records while respecting and maintaining the confidentiality of donor details, financial information, and other sensitive materials. Assist in drafting personalized communications and acknowledgment letters to strengthen donor relationships.
- **Database & Reporting:** Maintain and update the donor database; generate reports on donor engagement, campaign progress, and fundraising outcomes to inform strategy.
- **Fundraising Support:** Work closely with the development team and board members to coordinate fundraising campaigns, events, and donor outreach efforts. Assist with mailings and communications such as appeals, newsletters, and reports.
- **Administrative Assistance:** Provide general administrative support to the Executive Director and development team, managing correspondence, tracking program data, and handling various office tasks as needed.
- **Grant Support:** Track grant deadlines and assist with the preparation and submission of grant applications, reports, and updates.
- **Special Projects:** Take on special projects as directed by the Executive Director, including supporting new initiatives or improving database and office efficiency.

Qualifications:

- **Education & Experience:** High School diploma required; associate's degree or higher preferred. Prior experience in development, administrative support, or a non-profit setting is a plus.
- **Skills:**
 - Proficient in Microsoft Office Suite (Excel, Word).
 - Experience with donor management systems (CRM) is a plus.
 - Excellent written and verbal communication skills.
 - Strong organizational and time management abilities.



- **Attention to Detail:** Ability to manage multiple tasks with precision and accuracy, particularly in data entry and report generation.
- **Team Player:** Ability to work collaboratively with a diverse team and actively contribute to a positive work environment. Flexibility to adapt to changing priorities and tasks.
- **Passion for Animal Welfare:** A genuine interest in supporting the mission of animal welfare and the work of the shelter.
- **Customer Service:** Positive attitude with a customer-focused mindset and excellent interpersonal skills.
- **Technology Savvy:** Daily tasks will involve extensive use of computers, data management software, and various office equipment. Familiarity with spreadsheet and database applications is essential.

Working Conditions & Physical Demands:

- **Office Setting:** Will primarily work in an office environment, spending a significant amount of time at a desk using a computer.
- **Environmental Exposure:** Potential exposure to zoonotic diseases, dangerous animals, harmful chemicals, and high noise levels inherent in a shelter setting.
- **Physical Requirements:** Ability to lift up to 40 pounds and perform physical tasks (sitting for extended periods, bending, standing, stooping).
- **Driver's License:** Must possess a valid Maine Class C driver's license and maintain a satisfactory driving record.

Additional Information:

This is a full-time, hourly position. The schedule is primarily Monday-Friday, with an occasional weekend. Compensation will be based on experience and qualifications.

Benefits:

Paid Time Off (PTO)
Paid Holidays
Health Insurance (ICHRA)
Simple IRA Retirement Plan – 3% match
Professional development assistance
plus more

Pope Memorial Humane Society is an Equal Opportunity Employer. We encourage individuals from all backgrounds to apply.

How to Apply: Please email your resume, a cover letter explaining why you're a good fit for the role, and two professional references to director@popehumane.org. Be sure to include the subject line: **Development and Administrative Assistant Application. No phone calls, please.**