



Job Description: Volunteer Project Manager- Seattle Animal Shelter Foundation

To apply for this position, please email info@seattleanimalshelterfoundation.org

Do you love dogs, cats, and critters? Do you also have a passion for photography and print layout? If so, we have a position for you!

The Seattle Animal Shelter Foundation is seeking a volunteer Project Manager to oversee our annual 2019 wall calendar. The Project Manager will help us complete a critical part of our 12-person board led by Board President, [Whitney Allen](#). This is an unpaid position and will require approximately 5 hours of work weekly for one month.

Requirements:

- Print production experience. Press proofing and coordinating large scale print projects.
- Knowledge of copy writing and editing.
- Knowledge and creation of work back schedules.
- Experience with photographers and designers.
- Able to execute projects within tight turnaround times.

Responsibilities:

Create a work schedule based on having our annual calendar written, photographed, designed, produced, printed, mailed to people who bought at auction (pre-sale) and shipped to Amazon store. Expected completion times are 10/13-11/15, 2018.

During the auction gala, we ask guest to bid on having their pet be the face of the cover, and each of the 12 months. Auction chair [Leah Traxel](#) receives the winners of the cover and the months and gives the names and contact info to the project manager (PM). The auction chair also gives the PM the names and contact info of the winners who bought the calendar(s) pre-sale so that once the calendars are printed, those are saved from being shipped to the Amazon store. Those saved calendars are then manually put into envelopes, addressed and mailed to those who bought the calendar at the auction. The PM will need

to coordinate the purchase of envelopes and have return address stickers printed to put onto the envelopes as well as ship them via post.

The day after the auction (10/14/2018), the PM starts contacting each winner to schedule a time for the photographer ([Emily Reiman, bestfriendphoto.com](http://bestfriendphoto.com)) to photograph the pet(s) in their home. Must be a mutually agreed upon time between pet owner and photographer. These photos must take place within one week after the auction.

The PM gives the winners a form to fill out with questions so that the PM can write copy that will be the pet description for that month.

During that time, the PM needs to edit and revise the calendar copy, and foster stories. Those foster stories need an image as well. See previous year's design. In 2019, ensure there is space on the back of the calendar for a barcode.

Once the photographer has selected the right photo for that month, the PM sends those files to our Volunteer Graphic Designer. PM also sends new copy for foster stories, images, pet copy and bar code to Graphic Designer.

Graphic Designer lays out calendar. PM coordinates approval process with SASF Team.

PM gets approvals and or revisions processed by SASF Team.

PM sends files to printer.

PM press proofs

PM mails calendars to pre-sale auction guests

PM ships calendars to Amazon store.

PM makes sure all invoices are in from printer and Amazon.

Who is Seattle Animal Shelter Foundation

SASF is a non-profit organization comprised of volunteers dedicated to enriching and enhancing the lives of animals cared for by the Seattle Animal Shelter. SASF reflects the support that the Seattle community and Shelter volunteers have for this essential City agency. Together, we raise funds above and beyond what the City of Seattle can provide to create life-changing programs and initiatives from Seattle's animals and the people who love them.

A couple of projects we were thrilled to help with include:

- SASF granted funds for the construction and funding of an onsite, immediate care, veterinary exam room. [Since opening its doors, the clinic has cared for more than 500 animals.](#)
- We also raised enough funds for a [complete remodel and restoration](#) of the Seattle Animal Shelter, a bigtime improvement on the comfort of the animals in the building.

- We host an [annual gala](#) every year that 200+ people attend. It includes special guests, a kitten tent, a silent auction, and is hosted by Tracy Taylor of King 5 news. Last year we raised \$183, 000 in a single night!

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