



Volunteer Opportunity: Development Chair, Board of Directors

Do you love dogs, cats, and critters? Do you also have a passion for fundraising and donor development? If so, we have a position for you!

The Seattle Animal Shelter Foundation (SASF) is seeking a **Development Chair** to help raise awareness and funding for our organization. The Development Chair is an integral part of our all-volunteer Board of Directors. This is an unpaid position with a 3-year term. The position requires around 5 hours of work weekly and attendance at monthly board meetings.

The ideal candidate has experience with donor development and fundraising, sales and client relations, and database management, preferably for a nonprofit organization. They are excited to engage with and grow our current donor base. Attention to detail, self-organization, and the ability to thrive as part of a remote, small team environment are essential elements to this role.

Committee Responsibilities:

- **Fundraising Campaigns & Donor Acknowledgement:** Oversee annual fundraising campaigns from start to finish, including GiveBig (April/May), Giving Tuesday (November/December), and a Year-End Appeal (November/December). Assist with the creation and distribution of direct mail solicitation letters, acknowledgement letters, and thank you cards, ensuring that correspondence is sent to donors in a timely manner.
- **Donor Cultivation & Stewardship:** In coordination with the Development Director, assist with portfolio management of donors to engage them in the impact of their giving. Establish and build relationships by planning and implementing activities with donors to connect them with SAS and the Foundation's role in supporting the shelter's mission and vision.
- **Data Management & Analysis:** Provide support to the Development Director for data management, including best practices for standard operating procedures, data entry and reporting, and donor analysis through eTapestry and Greater Giving. Create and track metrics for fundraising and engagement performance year over year to assist with fundraising growth and success.

Minimum Qualifications

- Knowledge and experience in fundraising or client relations techniques
- Experience with donor outreach
- Experience with database management

- Display a positive attitude, show concern for people and community, demonstrate a good listening ability
- Passion for animals

Preferred Qualifications:

- Experience with donor cultivation for all levels of supporters
- Experience building and managing fundraising campaigns
- Experience partnering with city/county/state officials

Board Member Requirements:

- Ability to commit to a 3-year term
- Ability to contribute \$1000 annually to SASF through funds or in-kind donations (any solicited/procured items and event ticket sales from one's network counts toward this commitment)
- Ability to attend monthly Board meetings held on Wednesdays 5:30-7pm (currently virtual)

How to apply: Please email your resume to SASF's Recruiting Specialist, Upasana Mishra, at umishra@seattleanimalshelterfoundation.org.

The Seattle Animal Shelter Foundation (SASF) is committed to advancing diversity, equity, and inclusion in all aspects of our work, with a strategic focus in establishing inclusive recruitment and retention initiatives. SASF is proud to be an equal opportunity employer. All qualified applicants for paid and volunteer positions will receive consideration for employment without regard to race, religion, creed, color, national origin, age, sex, gender, gender identity or expression, two-spirit identity, sexual orientation, sensory, physical, or mental disability, marital status, political ideology, protected veteran status, or on any other basis protected by federal, state or local law, or any other non-merit based factors.