



Volunteer Opportunity: Development Committee Members

The Seattle Animal Shelter Foundation (SASF) is looking for **volunteer (unpaid) Development Committee members** to join our Development team! SASF is a 501(c)(3) nonprofit focused on raising critical funds for the Seattle Animal Shelter (SAS). We support programs at the animal shelter that the City of Seattle cannot fund on their own. Our all-volunteer Board of Directors and committees are passionate about animal care and love giving back to our community.

In coordination with the Development Director, Development Committee members will work together to help raise awareness and funding for our organization through fundraising campaigns and donor acknowledgement, database management and analysis, and donor cultivation and stewardship. Ideal candidates have experience with donor development and fundraising, sales and client relations, and/or 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 in 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.

Although we welcome all interest parties, we hope to bring on committee members specifically interested in assisting with the following identified areas of need:

- **Database entry/cleanup**, requiring basic familiarity with CRMs (Etapstry experience a plus), strong attention to detail, and strong organizational skills.
- **GiveBIG and Giving Tuesday campaign management**, requiring strategic thinking and creativity, project management skills, and a collaborative nature to work with our Marketing Committee on the planning and execution of high-impact campaigns.
- **Donor Appreciation Event Management**, requiring familiarity with event coordination, strong attention to detail, and ability to work collaboratively with vendors, fellow committee members, and the SASF Board.

Preferred qualifications for all Development Committee members:

- Knowledge and experience in fundraising or client relations techniques
- Data management and analysis skills in relation to donor data and CRM tools
- Experience or interest in donor networking or solicitation
- Display a positive attitude, show concern for people and community, demonstrate a good listening ability
- Experience partnering with city/county/state officials
- Passion for animals

Time commitment: 3 to 5 hours per week, on average.

If this sounds like you, we'd love to hear from you! 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.