



**Job title:** Development Specialist  
**Reports to:** Vice President for Development  
**FLSA Status:** Hourly, Non-Exempt  
**Employment Status:** Full-time regular  
**Oversees/Manages:** N/A

### **Summary of Responsibilities**

The Development Specialist is a versatile contributor, integral to the organization's mission, with responsibilities in social media, special events, and key development initiatives. This role plays a crucial part in planning and ensuring the success of the organization's fundraising events, implements social media strategies, assists with donor correspondence, and serves as a representative of the organization in the community.

### **Essential Duties**

#### ***Social Media (30%)***

- Creates content for social media platforms, the website, events, trainings, education, and others in accordance with the annual Marketing Plan, and as needs arise within the Society
- Edits and updates the Marketing Plan
- Posts appropriate content on active social media platforms
- Works with the Society team to identify, and tell, the stories of Society work that engage the community, promote programs and grow financial and other support for the organization
- Supports efforts to ensure consistent Society messaging and branding

#### ***Events & Priority Projects (70%)***

- Understands diversity is a strength, equity is non-negotiable, inclusion is our obligation, and embodies this understanding in all interactions with internal and external stakeholders
- Assists with planning, marketing and execution of fundraising events.
- Manages and trains event volunteers, including pre-event communications and logistics.
- Solicits in-kind donations from donors to be used in fundraising event auctions and raffles.
- Organizes and maintains records of in-kind donations for auctions and raffles, as well as the in-kind donor list.
- Represents MHHS at community events, sharing information about the organization's mission, programs, and ways to support.
- Manages events@ email, responding to and forwarding requests for third-party fundraising and partnerships.
- Records third-party requests and efforts for tracking and future outreach.
- Leads communication and coordination of VIP corporate and individual volunteer groups, including day-of logistics and group tours. Works with Volunteer Coordinator for group training and activities.
- Assists team with entering year-end donations into our donor database, and other large-scale projects throughout the year.
- Other duties as assigned

**Qualifications**

- Prior Experience: Two or more years of consistent work experience (one year of work experience may be substituted by an associate or bachelor's degree in a relevant field); experience in fundraising, marketing, and/or sales preferred
- Education: High school diploma or GED required
- Credentials: No specific credentials required
- Hard Skills: Customer service; intermediate computer literacy including familiarity with Microsoft Office Suite, design editing programs (such as Canva) and social media platforms (Facebook, X/Twitter, Snapchat, TikTok, LinkedIn); strong business writing and creative writing; cash handling; basic animal handling and comfort working in close proximity to animals
- Soft Skills: Excellent emotional regulation; empathy; conflict resolution; strong communication; team focus; flexible and creative problem solving; decisiveness; dependability; organization; time management
- Availability: Monday-Friday 9:00am-5:00pm; evenings and weekends are required for special events; this is an in-person position with no expectation of remote work allowances

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position is regularly required to:

- Use hands and fingers, talk and hear
- Stand, walk, sit, reach with hands and arms, and stoop, kneel, or crouch
- Lift and/or move up to 40lbs
- See clearly, with or without corrective lenses, up close, at a distance, peripherally, and perceive depth and color

**Working Conditions**

- Working hours are subject to change based on the needs of the organization
- Alternate schedules, nights, and holidays may sometimes be required
- Work will take place in a variety of environments including medical offices, administrative offices, operational areas, and offsite, including outdoors
- The noise level in the work environment is usually moderate, and hearing protection is available where noise exceeds acceptable levels
- While performing the duties of this job, the position will be exposed to animal odors, animal wastes, chemical cleaning agents, and airborne particles

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Employee Print Name

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Employee Signature

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Date