



Job Description

Job Title: Development and Grants Specialist

Work Setting: Onsite - Humane Society of Ventura County, Ojai, CA

Classification: Full-time

Status: Non-Exempt

Reports To: Director of Development

Scope:

- Supervises staff: No
- Travel: Some travel may be required

Compensation Range: \$32 to \$37 per hour based on experience

Additional Benefits:

- 80 hours of paid vacation, 40 hours of paid sick leave
- Company-sponsored medical insurance plan with multiple PPO and HMO options
- Affordable dental and vision
- Retirement Plan 403(b) with 5% company match after 1 year of employment
- Supplemental Life/AD&D

Job Summary:

The Humane Society of Ventura County (HSVC) is a compassionate care shelter and nonprofit organization dedicated to the protection and adoption of animals in need throughout Ventura County. Our mission statement is, “the Humane Society of Ventura County, through shelter, adoptions, programs, and services, boldly ensures the welfare of animals and Ventura County.”

The Development and Grants Manager is an integral member of the Development Department of the Humane Society of Ventura County and will play a central role in maintaining and growing both our grants and monthly giving program, Animal Angels. HSVC is looking to significantly grow each of these programs and will require a well-organized individual to manage both. Tracking both programs, doing grant and donor research, donor stewardship, in-house mailings, file maintenance will be important duties in this position.

In addition, this role could provide general support to the Director of Development, including event attendance and other activities critical to supporting a highly functioning Development office.

Key Responsibilities

- Manager, grow and track all grant activities
- Write grants, LOI's and reports
- Collaborate with the Finance Department to reconcile grant revenue & collaborate on reporting
- Oversee our monthly giving program, Animal Angels
- Steward current monthly donors
- Help grow and cultivate new monthly donors
- Write and send quarterly email newsletter to Animal Angel donor list
- Responsible for creating, maintaining, and updating files and record keeping systems; paper and/or computerized.
- Actively maintain knowledge of Fundraising standards and best practices.
- Other duties as assigned may periodically be required to assist in additional administrative duties related to the Development & Marketing Department, the Executive Director, or other departments in event of urgent or emergency scenarios.

Qualifications

- Minimum of 3 years' nonprofit fundraising and grant writing experience
- Strong understanding of fundraising best practices.
- Database skills, preferably using Donor Perfect or similar CRM database.
- Strong interpersonal communication skills (verbal and written) and ability to maintain effective working relationships.
- Meticulous attention to detail.
- Excellent ability to prioritize and perform a high volume of requests.
- Ability to work independently and on a team; be flexible, adaptable, and willing to learn.
- Ability to use discretion, exercise good judgment, and maintain confidentiality.
- Advanced skills using Microsoft Office (Word, Excel, PowerPoint, SharePoint, Access).
- Knowledge of Constant Contact or similar digital and email marketing platform is a plus.

Physical Requirements

- Ability to bend, stoop, stretch, stand, walk, run, and extend arms above the shoulder.
- Ability to work outdoors in varying weather conditions, including heat, rain, and cold.
- Prolonged periods of standing, bending, sitting, walking.

- May work inside in a temperature-controlled environment.
 - Work near, around, with animals.
 - Ability to work a flexible schedule, including weekends and some holidays.
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Working Conditions

The work environment may include exposure to chemicals, medical substances, noises, odors, pet dander, and animals (including those with uncertain dispositions). The schedule may vary, requiring flexibility, with occasional weekend or holiday work.

To review the job description and apply online, please visit: www.hsvc.org