



**Part-Time Development Officer/Executive Director
20 Hours Per Week | Flexible Schedule**

Position Summary

The Part-Time Development Officer is responsible for building and leading the fundraising efforts of the Faulkner County Animal Coalition as we work to support the Faulkner County Animal Shelter. This position will develop and implement strategies to secure individual, corporate, foundation, and community support to ensure the long-term sustainability of the organization.

This role is ideal for a self-motivated, relationship-driven professional who is passionate about animal welfare and excited to help grow a new nonprofit from the ground up.

Key Responsibilities

Fundraising & Revenue Development

- Develop and execute an annual fundraising plan.
- Manage individual donor cultivation, solicitation, and stewardship.
- Identify and pursue grant opportunities (research, writing, reporting).
- Build and manage recurring giving programs.
- Coordinate online giving campaigns and year-end appeals.
- Assist with major gift strategy and donor meetings.

Donor Relations & CRM Management

- Maintain accurate donor records in fundraising software.
- Track donor communications, pledges, and contributions.
- Generate monthly fundraising reports for leadership and the Board.
- Ensure timely donor acknowledgments and stewardship touch points.

Events & Community Engagement

- Plan and execute fundraising events (small to mid-size).
- Develop sponsorship packages and secure event sponsors.
- Represent the shelter at community events and outreach opportunities.
- Build partnerships with local businesses and civic groups.

Communications and Shelter Support

- Create social media fundraising efforts and donor-focused email campaigns.
- Assist shelter staff with storytelling that highlights shelter impact.
- Collaborate efforts with shelter staff regarding specific quarterly needs

Qualifications

Required:

- Strong written and verbal communication skills.
- Experience working with donor management software.
- Ability to work independently and manage multiple priorities.
- Passion for animal welfare and community service.

Preferred:

- 2+ years of fundraising, sales, marketing, or development experience.
- Experience in nonprofit startup or growth environments.
- Event planning experience.
- Knowledge of donor stewardship best practices.
- Grant writing experience

Key Performance Indicators (KPIs)

- Monthly and annual fundraising revenue goals.
- Growth in donor database and recurring donors.
- Number of grant submissions and awards secured.
- Donor retention rate.
- Sponsorship revenue secured.

Compensation

- Hourly or salaried (part-time) – based on experience.
- Performance-based incentives may be considered.
- Flexible schedule with some evening/weekend event work required.

Why This Role Matters

This position plays a critical role in ensuring the shelter can provide lifesaving services, expand programming, and serve animals and families across Faulkner County. The Development Officer will help build a culture of philanthropy that sustains the mission for years to come.

Please send cover letter and resume to: **CSR@faulknercountyanimalshelter.com**