

**Part-Time: Four (5) hour days or Five (4) hour days. Evening and weekend availability for events as needed.**

## **Development Support Specialist**

### **Position Summary**

The Animal Rescue League of New Hampshire (ARLNH) is seeking a development coordinator to provide administration, fund development and event support to the development team. The development coordinator will routinely communicate with internal and external stakeholders, and will assist with supporting all of the fund development activities of the ARLNH.

### **Essential Duties & Responsibilities:**

#### **Development & Fundraising Support**

- Support the Chief Executive Officer and Director of Development with donor outreach, engagement and scheduling.
- Prepare donor and sponsor communications such as outreach materials
- Lead the solicitation and collection of annual auction item donations from local donors and businesses.
- Support corporate sponsorship and business partnership efforts, including outreach and fulfillment of benefits.
- Support the fulfillment of benefits for leadership and monthly giving programs.
- Serve as the primary point of contact and coordinator for all community and corporate donation drives, as well as being the onsite coordinator for donation drop off and check presentations.

#### **Event Planning & Execution**

- Assist in planning and executing fundraising events, donor receptions, and open houses.
- Coordinate event logistics, including vendor communication, timelines, and materials.
- Provide on-site event support (setup, registration, guest services, and breakdown).
- Assist with major administrative duties for signature events, including tracking in-kind donation solicitations.

- Work all signature events and select third-party events as needed to represent the organization (This requires occasional night and weekend availability).
- Support event follow-up communications with donors, sponsors, and event attendees.
- Assist in preparing post-event summaries, reports, and outcome evaluations.

#### **Other Duties and Responsibilities:**

- Handle various day-to-day administrative tasks to support the efficiency and goals of the broader development team.
- Attends staff meetings and trainings as assigned.
- Complete other duties as assigned.

#### **Qualifications**

- Bachelor's Degree preferred
- Valid Driver's License
- 1–3 years of experience in fundraising, events, nonprofit administration, or a related field
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple priorities in a fast-paced environment.
- Self-motivated with the ability to work both independently and collaboratively as part of a team.
- Proficiency in Microsoft Office; experience with CRM or donor databases is a plus
- Familiarity with Canva or similar design tools
- Ability to work evenings and weekends as needed for events
- Interest in and passion for animal welfare and community engagement

Work Location: In person

NO PHONE CALLS PLEASE. Please send your resume and a cover letter to Charlotte Williams, [cwilliams@rescueleague.org](mailto:cwilliams@rescueleague.org)