



## Friends of Oakland Animal Services

<b>Job Title:</b>	Program and Fundraising Director
<b>General Purpose:</b>	<p>Oversee the coordination and administration of all aspects of FOAS community program(s) including research, planning, organizing, staffing, leading, and controlling program activities. The primary community program that FOAS is interested in pursuing is a community animal spay/neuter program to target owned pets and feral cats in the city of Oakland. Additional programs may be added in the future.</p> <p>Organize activities to raise funds or otherwise solicit and gather monetary donations or other gifts for FOAS. May design and produce promotional materials. May also raise awareness of FOAS' work, goals, and financial needs.</p>
<b>Job Classification:</b>	<p>Type: Contract or Part-time Employee</p> <p>Hours: 20 -30 hours/week with possibility to grow to full-time</p>
<b>Reports to:</b>	FOAS Board of Directors
<b>Job Description</b>	
<p><b>Primary Duties and Responsibilities</b></p> <p><i>Plan and oversee fundraising and marketing for FOAS</i></p> <ul style="list-style-type: none"> <li>• Develop strategies and setting goals to hit fundraising targets</li> <li>• Solicit corporations and businesses for donations</li> <li>• Manage and engage existing donors</li> <li>• Create and implement strategies to increase donor base</li> <li>• Budget revenue and expenses in conjunction with the FOAS board</li> <li>• Complete applications for grants in conjunction with the FOAS board</li> <li>• Oversee events and campaigns</li> <li>• Market the FOAS “brand” through appropriate advertising media</li> <li>• Write and submit press releases to news media outlets</li> </ul> <p><i>Research and plan community programs</i></p> <ul style="list-style-type: none"> <li>• Research similar existing programs and create a proposal for program creation and implementation</li> <li>• Become familiar with related animal welfare and community groups, and develop positive working relationships with them</li> <li>• Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization</li> <li>• Develop and implement long-term goals and objectives to achieve the successful outcome of the program</li> <li>• Develop an annual budget and operating plan to support the program</li> <li>• Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement</li> <li>• Develop funding proposals for the program to ensure the continuous delivery of services</li> <li>• Develop forms and records to document program activities</li> <li>• Oversee the collection and maintenance of records</li> </ul>	

### *Staff the program*

- In consultation with the FOAS board, recruit, interview and select well-qualified program staff
- Establish and implement a performance management process for all program staff
- Engage volunteers for appropriate program activities using established volunteer management practices

### *Lead the program*

- Ensure all staff members and/or volunteers receive orientation and appropriate training in accordance with organizational standards
- Supervise program staff by providing direction, input and feedback
- Communicate with stakeholders to gain community support for the program and to solicit input to improve the program

### *Control the program*

- Write reports on the program for the FOAS board
- Ensure that the program operates within the approved budget
- Ensure that all financial records for the program are up to date

### **Qualifications and Education Requirements**

- Bachelor of Arts degree or equivalent work experience
- Two years' experience working with an animal welfare organization, including grant writing, fundraising and/or program management.

### **Required Knowledge, Skills and Abilities**

- Knowledge of program management
- Knowledge of animal welfare and animal sheltering
- Skilled in detailed record-keeping
- Self-motivated and strong communication skills
- Proficiency in the use of computers for:
  - Word processing
  - Simple accounting
  - Databases
  - Spreadsheets
  - E-mail
  - Internet and social media
- Spanish fluency is a plus

### **Working Conditions**

- Majority of work is time/place flexible and can be conducted from home
- Monthly in-person meetings with the FOAS board are required
- Some evenings and weekends may be required to monitor program activities
- Travel to program sites may be required as necessary
- May interact with animals, primarily cats and dogs