



## **Open Position Announcement**

### **Friends Of Oakland Animal Services**

**Oakland, CA**

#### **Job Title**

Development Coordinator

#### **Overview**

Friends of Oakland Animal Services (FOAS) seeks a strong fundraiser with a commitment to progressive animal welfare. This position is ideal for someone who thrives in a small but growing organization and is able to help move the organization to its next level of excellence. The Development Coordinator will report directly to the Executive Director (ED) to raise essential funding to support existing programs at the shelter and in the community and increase our visibility to the public.

#### **About Friends of Oakland Animal Services**

Friends of Oakland Animal Services (FOAS) provides homes, health, and happiness to Oakland's animals in need. We are a nonprofit 501(c)(3) organization founded in 2005 by shelter volunteers who saw the need to fund critical services for the thousands of animals who enter Oakland's only open-door shelter every year.

More than 15 years later, FOAS continues its stand on the front lines of caring for animals in our community by supporting, and in partnership with, Oakland Animal Services (OAS). Currently, FOAS employs a team of staff members who work directly on life-saving programs at OAS, including but not limited to foster programs, transfer coordination, and the Human-Animal Support Services program. FOAS staff also includes a community spay/neuter program manager/admin assistant.

FOAS's annual operating budget is approximately \$1M. In addition to staffing, we fund specialized medical care, transfer costs, and support for the volunteer program at OAS. FOAS also provides a free spay/neuter program for Oakland residents.

For more information about FOAS please visit [www.FriendsofOAS.org](http://www.FriendsofOAS.org)

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Works with the Executive Director in active fundraising to generate revenue that meets or exceeds each year's budget
- Develops and maintains strong, well-grounded relationships with FOAS supporters
- Recommends to Executive Director an annual fundraising plan in line with FOAS' mission and vision; provides regular reports on fundraising to the Executive Director
- Researches and identifies prospective new donors and other revenue streams
- Coordinates and executes regular donor communications, including a monthly newsletter
- Secures grants for the organization, and coordinates grant reporting
- Promotes, tracks, and secures bequests for the organization
- Works with the ED and shelter director to develop a social media and google ads strategy and works with volunteers to implement it
- Works with the ED and the board to plan fundraising events, and generates reports to analyze impact
- Works with volunteers and staff to create digital and print marketing materials related to fundraising
- Meets with other FOAS staff and stakeholders to gauge the needs of the organization and brainstorm ideas for fundraising programs for the coming year
- Performs other duties as assigned

## **CANDIDATE PROFILE**

FOAS believes in the value of diverse backgrounds and experiences. As such, if you do not have the following experiences/qualifications but you believe you would be an asset to FOAS, please apply and explain how your background and experience would be beneficial in growing and supporting the organization.

- Creative and enterprising
- Bachelor's degree in related field preferred
- A passion for progressive animal welfare practices and systems

- A strong track record in raising funds from diverse sources for nonprofit organizations; keen awareness of funding opportunities; and understanding and ability to expand a donor base
- Experience with developing and implementing successful marketing and public awareness campaigns
- Excellent verbal and written communications skills, social media savvy a plus
- Familiarity with Salesforce, Classy, a plus

### **SALARY & BENEFITS**

This position is based in Oakland, CA, and the starting annual salary range is \$55,000-\$65,000 depending on experience. FOAS offers 15 days of paid vacation, 10 paid holidays, and 9 paid sick days annually. FOAS pays for 70% of employees' health insurance premiums. An optional 401k-retirement plan is also offered.

### **WORKING ENVIRONMENT**

- Day-to-day work will be from home
- Occasional evenings and weekends may be required
- Travel to program sites, fundraisers, and donor visits may be required
- Opportunities to interact with domestic animals (dogs, cats, rabbits)

Applicants should send their resume and a cover letter describing their qualifications and interest in the position to [Tony@Oaklandsanimals.org](mailto:Tony@Oaklandsanimals.org) no later than February 18, 2022.

FOAS is an equal opportunity employer and is committed to providing a workplace free from harassment and discrimination. We believe in recruiting, hiring, training, and promoting people of all backgrounds, including qualified applicants with arrest and conviction records. We have a commitment to equality and will continue to foster a diverse and inclusive environment of belonging.