



AVAILABLE POSITION:
Marketing & Development Coordinator
New Hampshire Humane Society, Laconia, NH

New Hampshire Humane Society seeks an energetic and accomplished professional to serve in a key role supporting fundraising and events, social media, and community engagement.

Context: The selected candidate will share our vision of making New Hampshire Humane Society an even more vibrant, inclusive, and compassionate workplace. Our goal is to continue to enrich the communities we serve. The Coordinator will aid in increasing our opportunities to serve as a valuable community partner. As one of New England's most respected and supported animal welfare organizations, New Hampshire Humane Society provides a continuum of care that is unparalleled in many if not most other areas of the country.

The search for a Marketing & Development Coordinator provides an opportunity to bring added energy, vision, and creativity to New Hampshire Humane Society as we expand our reach and impact. The Coordinator will partner with the leadership team to assist in executing and monitoring a robust fundraising, event, and community engagement plan. This position will play a key role in advancing the organization's strategic goals.

The ideal candidate has relevant professional marketing or fundraising experience with proven success in event management and/or securing resources from corporations, foundations, and/or individuals. They will be a clear communicator and strong collaborator. The candidate chosen will possess compassion for animals, inherent kindness to people, and the impeccable skills this critical position requires and deserves.

Anti-Racism / Diversity Statement: New Hampshire Humane Society fosters relationships within a broad spectrum of the community and across the civic sector. We seek to further break down barriers, create opportunities and partnerships, and weave an increased kindness and humane actions into the fabric of the region. We advocate for a fair and inclusive community working to eliminate biases in our culture related to animals and the people who love them. We plan to leverage our greatest strengths and are investing in our internal culture, specifically our racial and gender equity practices. We seek candidates who embrace social justice, equity, and inclusivity. New Hampshire Humane Society is committed to building a team that reflects the diversity of our country. People of color, LGBTQ+ community members, and other under-represented groups are strongly encouraged to apply. All are welcome and valued here.

About New Hampshire Humane Society

Founded in 1900 by M. Jennie Kendall, the NH Humane Society was formerly known as the Women's Humane Society. Originally located in Nashua, NH, the organization worked tirelessly for the welfare of women, children, and animals.

Position Summary:

Reporting to the Senior Director, the Marketing & Development Coordinator will assist in management of events, social media, donor relationships, and sponsorships and may have the opportunity to work as part of the grant process to cultivate foundation relationships.

Job Structure, Compensation:

This position can be full-time or part-time depending on the needs of the chosen candidate. Occasional weekend and evening hours will be necessary for events. Hourly or salaried compensation will be competitive and commensurate with experience. Full-time employment includes a comprehensive and extremely generous benefits package.

General Responsibilities:

Event management, donor campaign management, grant calendar management, donor/customer retention data management, social media management as part of a team, as well as other duties as assigned by leadership.

Institutional funding and partnership support

- Assist with stewarding, and deepening the engagement of core funding partners
- Conduct prospect research to identify new civic, corporate, and foundation funding partners and assist with a cultivation and engagement plan with input from the team
- Assist with planning, coordinating, writing, and submitting grant applications and reports

Event & Donor support

- Work with the team to implement initiatives to increase all levels of individual support
- Assist with Donor Database Management and Communications
- Work with staff, board members, and contractors to track event needs
- Serve as a key point person for events
- Coordinate with partners on events

Administrative Support

- Manage timeliness and accuracy of gift reporting, donor, and volunteer records
- With input from the team, coordinate social media scheduling
- Excel in general administrative tasks including creating presentations and reports as needed

Knowledge and Experience

- A combination of education, experience, and training that provides the required knowledge, skills, and abilities to be successful in the role
- Entrepreneurial and interested in growth
- Compelling communicator with a demonstrated ability to express ideas clearly and concisely to a range of audiences including board, staff, and current and prospective donors
- Strong written and spoken communication skills
- Strong computer skills, proficiency with Microsoft Office Suite, databases, and social media

Personal Qualities

- Compassion for animals
- A positive, kind person who respects diverse perspectives
- A creative, forward thinker and self-starter with proven ability to advance projects
- Strong organizational skills; deadline and service driven
- Focused, flexible, collegial, and team oriented
- Open to feedback, curious and willing to learn
- Operates with a high degree of integrity and respect
- Passionate about making a difference
- Driven, focused, and with a good sense of humor

To Apply:

To express your interest in this role please submit your materials in any format that demonstrates to us your relevant experience and why you are interested in this position. Materials may be sent to Kendra Frye, Senior Director at Kendra@NHHumane.org, with "**Marketing & Development Coordinator**" in the subject line.

Timeline: We seek to fill this role as soon as we find the perfect candidate

New Hampshire Humane Society Mission and Purpose:

A significant part of our mission is about second chances. We are dedicated to finding responsible, caring forever homes, and providing shelter for lost, abandoned, and unwanted animals. We advocate for animals as a means for speaking for those who cannot speak for themselves. We implement educational programs and provide services to promote responsible pet ownership and the human-animal bond. We work tirelessly to prevent cruelty to animals and to evolve our region to be an even kinder and more humane community.