



Job Description: Development & Communications Associate

Organization Information: Father John's Animal House (FJAH) was founded in 1999 as a not-for-profit, no-kill animal shelter for dogs, cats, puppies, and kittens. We are committed to the quality care and re-homing of adoptable animals in our community. We are proud to be a support system for our community neighbors.

Position Overview: The Development & Communications Associate reports directly to the Shelter Operations Manager and provides support to the President of the Board. This position is vital in the acquisition, cultivation, and stewardship of donors; organizing and managing fundraisers; data entry and reporting; FJAH brand development and marketing; creation of communication materials to support fundraising and shelter activities (event flyers, Facebook posts, newsletters).

Primary Responsibilities:

- Raise funds and meet or exceed fundraising goals.
- Research grant opportunities, write and submit grant applications.
- Apply strategic thinking to ensure purposeful interactions between donors and FJAH staff, volunteers, and programs in order to solidify donor relationships.
- Process gifts to shelter and generate acknowledgements quickly and efficiently.
- Manage database (Donor Perfect) to ensure data is entered correctly in a timely fashion.
- Database report generating, analysis, and interpretation to refine fundraising strategies.
- Write original newsletters, thank you letters, and other communication materials.
- Take lead responsibility in fundraiser organization, set-up, advertising and management.
- Research prospective individual, foundation and corporate donors.
- Website and social media updates to promote upcoming events and fundraisers.
- Provide administrative assistance including e-mailing, faxing, bulk mailings, photo-copying, and filing.
- Other duties as they are assigned.

Skills and Experience:

- Experience with fundraising database preferred.
- Must have strong organizational ability, accuracy and pay close attention to detail.
- Excellent verbal and written communication skills.
- Experience with Word, Excel, and PowerPoint; experience with a graphics program preferred.
- Experience with social media and email marketing.
- Ability to take initiative, set self-goals, and work independently.
- Ability to handle confidential information.
- Outgoing, personable, and willing to initiate and maintain conversation with new people.
- Energetic, creative, and can work proficiently as a member of a team.

Work Environment:

- Will work closely with FJAH team members.
- There will be frequent exposure to animals.
- Must maintain a valid driver's license, car registration and vehicle.
- Typically, 40-hour work week but occasional evening and weekends required for fundraising events.

Application information: Send resume and cover letter to Garret Barcheski, Operations Manager, Father John's Animal House, 50 Father John's Lane, Lafayette, NJ 07848 or email garret@fatherjohns.org.