



Senior Donor Relations and Events Manager

SPCA Westchester, Briarcliff Manor

SPCA Westchester is a no-kill, 501(c)3 not-for-profit animal welfare organization dedicated to saving homeless, abused and abandoned animals and to protecting animals from cruelty and neglect through education and enforcement of humane laws.

The SPCA is a growing organization that strives to offer as many competitive benefits as possible to attract talented candidates to join our team of dedicated and mission driven staff members. Benefits include: paid time off, health insurance, dental, vision, 401K with generous match, reduced-cost veterinary care and the knowledge that your efforts will make a difference in the lives of homeless animals.

Job Description: In collaboration with the Executive Director and Director of Development, participate in the creation and implementation of a strategic fundraising plan to steward and cultivate current and prospective donors, including two large scale annual events. Playing a key role on a small and dedicated team, the successful Senior Donor Relations and Events Manager will also create and coordinate numerous community outreach events throughout the year to raise mission and brand awareness while cultivating relationships with potential funders. The ideal candidate will possess hands-on experience in all facets of nonprofit fundraising.

Responsibilities:

- Participate in the development and execution of long and short-term goals for all aspects of fundraising including: prospect identification and cultivation, direct solicitation, stewardship of donors and adopters, events, digital appeals and communications, and social media content.
- Identify and grow significant individual and corporate sponsorships and giving for the SPCA's two major annual benefits.
- Plan and coordinate logistics for all SPCA fundraisers in addition to community events, both on and off-site.
- Create and write compelling marketing and fundraising appeals demonstrating the impact of donor giving to ensure that sponsors and donors are kept up to date on key SPCA developments.
- Engage current and prospective funders through emails, phone calls, tours, mailings and donor appreciation gatherings.
- Provide support, including outreach and marketing for the SPCA's Planned Giving program.
- Write creative proposals, solicitation letters, reports and other materials as needed.



- Assist the Development team with other fundraising efforts, program support, special projects and other initiatives as needed.

Qualifications:

- Bachelor's Degree (required).
- A minimum of 3-5 years of Fundraising experience. Special event experience preferred.
- Proven track record of securing sponsorships and gifts via direct solicitation.

Requirements:

- Exceptional communication, writing, interpersonal, and organizational skills.
- Ability to work independently and be a self-starter.
- Weekend work as needed during event season.
- Proficient with the Office suite of products including Excel, Word, and PowerPoint.
- Proven ability to thrive in a small, fast-paced environment while prioritizing multiple responsibilities and deadlines.
- Must be a collaborative and positive team player with a strong work ethic.
- This is an in-office position with the potential to become hybrid one day a week.

Salary Range: \$50,000 - \$75,000 per year.

**Please email your resume and cover, including salary requirements, to
kim@spcawestchester.org.**