



Lucky Dog Animal Rescue

Development Officer - Events

Lucky Dog Animal Rescue (LDAR) seeks a Development Officer – Events to plan, oversee, and execute the organization's event portfolio. The success of these events is critical if Lucky Dog is to raise the funds necessary to carry out our life-saving work in the DC metro area and at our Rescue Campus in Florence, South Carolina. The Development Officer – Events will be responsible for overseeing signature fundraising events, creating and maintaining relationships with our event sponsors, vendors & participants, securing funds, and reporting/tracking efforts and results. The Development Officer will engage with both individual donors as well as corporate and foundation donors. Founded in 2009, LDAR is a volunteer-powered 501(c)(3) that has saved more than 28,000 homeless and abandoned animals since its founding.

Position Overview

Reporting to the CEO, the Development Officer – Events (DO) will support Lucky Dog's fundraising efforts by planning, overseeing & executing large and small fundraising events. Responsibilities include but are not limited to event scheduling & planning, sponsor outreach and cultivation, silent auction development, online registration and donor platform management, volunteer committee recruitment and management, logistics planning and analysis, day-of event leadership, follow up clean up and thank yous.

The ideal candidate for this job is a people person with excellent communication and negotiation skills, able to set and stick to their own schedule. Top candidates will be able to solve problems and coordinate large and small events with many moving parts. Lucky Dog is powered by the volunteers and supporters, requiring high levels of customer focus, engaging communication and responsiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Help set annual event strategy
- Oversee the planning and execution of major fundraising events, including Wags and Wine, Casino Night & Events celebrating Lucky Dog's 15th anniversary
- Identify sponsors for and coordinate smaller fundraising events, including paid adoption events, yappy hours, trick-or-treat, santa photos and pup parties
- Develop relationships with corporations and individuals
- Work closely with program staff to identify event opportunities that are likely to attract interest and support from donors.
- Run annual year end donation in-kind drive (collecting food, toys, towels, etc at local businesses)
- Prepare private and public thank yous; ensure donors receive desired recognition.

Database & Administrative

- Work within Lucky Dog's CRMs to appropriately track donor & sponsor outreach and results.

Key Experience

LDAR is looking to hire a Development Officer who has the following experience and skills, at a minimum:

- Bachelors degree
- Prior experience in fundraising.
- A solid understanding of finances and budgeting.
- Excellent written and verbal communication skills.
- Strong interpersonal skills.
- Ability to travel when required.
- Proficiency with Microsoft Office Suite and G Suite, including Gmail, google team drives, google sheets and documents.
- Strong attention to detail and follow-through.
- Self-starter with little need for close supervision; ability to work in an unstructured work environment.
- Ability to work in cohesion with a primarily volunteer-powered organization.

Responsibilities may be added or changed as the organization continues to grow.