



The National Kitten Coalition
<https://kittencoalition.org>

Volunteer Job Title: Assistant Director of Development

The National Kitten Coalition (NKC) is a nonprofit based in Virginia with a global reach. Our mission is to increase the survival rate of kittens. We do this by providing training to animal shelter staff, rescue groups, veterinary communities, volunteers and fosters to provide high-quality, cost-effective care; providing outreach and educational materials to animal welfare and veterinary professionals and the public; and promoting cooperation and information sharing within the animal welfare community.

We are looking to grow our executive team so we can have a greater impact on the lives of kittens. The main responsibilities of this role are to work closely with the Director of Development (also a volunteer) to:

1. Manage four virtual fundraisers each year;
2. Identify and apply for relevant grants;
3. Seek corporate and other sponsorships for programs and conferences;
4. Build and maintain donor relationships (thanking donors, maintaining the donor database);
5. Finding new potential donors and sponsors to further our mission and impact, and
6. Develop new opportunities to support our programs.

The ideal candidate will have professional experience for an educational or animal-related nonprofit, including:

1. At least 3 years of professional experience as a development director;
2. Sales or business development experience;
3. A record of successful sponsorship solicitation;
4. Excellent communication skills;
5. Excellent computer software skills including facility with Microsoft Word platforms, Mailchimp, Flipcause;
6. Ability to work independently and as part of a team, and
7. Genuine enthusiasm for The NKC mission

We estimate the time required will be 5–15 hours per week; this volunteer role is not eligible for benefits.

To apply, please fill out the Volunteer Application Form at: <https://kittencoalition.org/volunteer-form/>

Increasing kitten survival rates and transforming their lives through the power of education

www.kittencoalition.org