

## **Volunteer** Job Announcement

The National Kitten Coalition, Inc.  
Development Director

The National Kitten Coalition (NKC) is a nonprofit organization based in northern Virginia with a global reach. It is staffed and run primarily by volunteers and has been operating since 2008. Our mission is to increase the survival rate of kittens through education. We do this by providing training, resources and educational opportunities to animal shelter staff, veterinary staff, rescue groups, volunteers, fosters and members of the general public and by promoting cooperation and information sharing within the animal welfare community.

The Development Director will organize, oversee, and implement the NKC's fundraising activities, in coordination with and assisted by the NKC board, staff and volunteers. These activities include:

- drafting and implementing an annual fundraising plan;
- leading several specific fundraisers over the course of each year in conjunction with the Marketing team;
- seeking sponsorships for programs and conferences;
- maintaining and increasing the NKC donor base and related donor activities such as managing donor database, strengthening relationships with donors, and keeping the NKC Board apprised of donor activity.

We are looking for someone who has:

- a background in fundraising and experience as a development director, preferably for an educational or animal welfare organization;
- knowledge of, and experience with, donor database management software;
- excellent and engaging communication skills – written and verbal;
- excellent time-management skills and the ability to plan ahead and meet deadlines;
- ability to work independently and as part of a team;
- a genuine enthusiasm for NKC's mission.

This volunteer position is "work from home," and the estimated time required will be 5-10 hours per week.

To apply, please email a letter of interest and resume to [HR@KittenCoalition.org](mailto:HR@KittenCoalition.org)

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