



DC SHIBA INU RESCUE VOLUNTEER JOB: FUNDRAISING DIRECTOR

DCSIR FUNDRAISING DIRECTOR

DC Shiba Inu Rescue is looking for a savvy people-person with a strategic mindset to lead the rescue's fundraising team. The Fundraising Director will oversee DC SIR's fundraising events, virtual campaigns, and donor engagement efforts.

Incumbent's responsibilities included, but were not limited to:

- Managing a team of five volunteers whose individual responsibilities range from organizing happy hour fundraisers to managing donor records
- Working closely with the President and fellow directors to achieve long-term and flash fundraising goals
- Leading planning and organization for major fundraising initiatives, including the rescue Anniversary Party, Strut Your Mutt campaign, and Giving Tuesday
- Identifying and applying for grants or assigning team members to grant applications.
- Acting as the primary contact for all fundraising or donation-related inquiries
- Representing DC SIR and its values in all interactions with volunteers, donors, community partners, and members of the public
- Covering team member roles as needed, including setting up and cleaning up happy hour events, running event raffles, selling merchandise, coordinating and following up with venue contacts, etc.
- Developing relationships with new community partners, primarily small business owners
- Composing job postings for new team members, interviewing applicants, and writing post-interview assessments
- Scheduling and leading quarterly team Zoom calls
- Preparing or editing PowerPoint presentations to orient new team members to a fundraising role

Incoming Director will receive training and guidance on all tasks and software from the outgoing Director and President.

Weekly hours: 1 – 5 hours, with additional time required around rescue events and major fundraising campaigns. Must love Shiba Inus and primitive breed dogs!

Must be local (MD/VA/DC) and have the ability to attend events throughout the year. Must be able to access the internet throughout the day.