

CATHERINE VIOLET HUBBARD FOUNDATION

Catherine Violet Hubbard Animal Sanctuary
Development Assistant

POSITION DESCRIPTION

About the Foundation

The Catherine Violet Hubbard Foundation is a Connecticut-based nonprofit organization working to promote compassion and healing through human-animal connection. The foundation was started in 2013 to commemorate and honor the life of Catherine Violet Hubbard, a six-year-old victim of the Sandy Hook Elementary School tragedy and passionate animal lover who dreamt of someday working with and caring for them. In 2014, the Catherine Violet Hubbard Foundation was awarded over 34 acres of Connecticut state farmland by a unanimous vote from the Connecticut State House of Representatives and Senate, which would become home to the Catherine Violet Hubbard Sanctuary.

The sanctuary pays tribute to Catherine and her spirit of kindness towards all living things by honoring the bond between humans, animals, and the environment. Since its inception, the organization has raised over \$6.5 million in funding, including grants from the ASPCA, private sector partners and thousands of individuals to support its breadth of programming, including a three pollinator protection initiative providing critical shelter, sustenance and migration space for butterflies, hummingbirds, bees and other critical ecosystem pollinators, free community workshops around animal care and environmental protection, aid for seniors to keep and care for their pets and much more.

Values

The Catherine Violet Hubbard Foundation operates by the values that embodied Catherine and how she lived:

Compassionate. We treasure all living things and believe that all creatures, great and small, deserve to live free from harm in their natural environment. We will approach all creatures with a sense of kindness because we believe that is what builds a better world.

Accepting. We believe in the innate beauty and grace of animals, nature, and people. We accept all creatures where they are at and will help them achieve what they aspire to become.

Determined. We will always challenge ourselves to make sure we are doing the best job we can possibly do.

The Opportunity

This position reports to the President and CEO and also works with other departments across the organization. The position offers opportunity for growth in the area of development. The development assistant will perform all necessary administrative support and coordination, including but not limited to these primary areas of responsibility: (1) development department support; (2) event planning and coordination; (3) communications support; (4) facilities management; (5) general administrative support.

1. Development Support

Provide support to coordinate activities within the development team. Duties **include but are not limited to** the following:

- Processing donor gifts, including the creating of gift acknowledgement communications within 48 hours of receipt
- Develop dashboards and track data with monthly reports to evaluate progress to goals and inform strategy. Run queries and create all dashboard reporting for Development Committee and Board meetings.
- Processing donor-advised grants, sponsor invoices and in-kind contributions
- Creating and maintaining accurate mailing/marketing/donor lists
- Perform all database administrative functions including execution of periodic maintenance, backups, security processes, duplicate record merging records clean up, and quality control audits.
- Coordinating and assisting with mailings
- Communications with donors as appropriate
- Participation in weekly team meetings

2. Event Planning and Coordination

Work with staff to plan and execute a variety of events. Duties include:

- Managing lists, registration and follow-up communications relating to events
- Providing technological and logistical support for online events
- Providing ongoing administrative support for sanctuary programs

3. Communications Support

Provide support for various communication channels. Duties include:

- Website management and updates
- Event and program reminder emails
- Coordinate with print house on mailings and print material needs

4. Finance

- Month end expense reporting
- Bank deposits and logs

5. General Administrative Support

Provide administrative and project support to sanctuary staff. Duties include:

- Opening and routing mail
- Answering telephones
- Performing clerical tasks as assigned
- Maintaining inventory and ordering supplies
- Maintaining organization-wide calendars and email boxes
- Entering data and maintaining accurate information in Donor Perfect database
- Assisting with various projects as needed
- Online order fulfillment

What We Are Looking For

We're looking for a team player with:

- A commitment to the community;
- A willingness to learn new skills;
- A preference for working collaboratively to achieve shared goals and enhance programs and services;
- A belief in the value that diversity, equity and inclusion bring to the workplace;
- A positive and flexible attitude; and
- A commitment to excellence and continuous development

The Knowledge and Skills You'll Need

- Excellent interpersonal, oral, and written communication skills
- Strong attention to detail
- Proficiency with Microsoft Office applications (Word, Excel, Outlook, Power Point, and Teams); experience with Adobe Acrobat Pro a plus
- Proactive self-starter with the ability to work independently with minimal supervision
- Ability to anticipate needs and prioritize (good "peripheral vision")
- Be adaptable to various competing demands
- Provide the highest level of customer/client service and response
- Strong organizational skills with the ability to manage time effectively and set priorities
- Resourceful and effective problem solver
- Ability to work well with a variety of colleagues, volunteers, community-based organizations, and other constituents
- Schedule flexibility required to accommodate occasional early morning or evening meetings/events
- Proven strong computer skills with the ability to learn specialty software quickly; experience with Donor Perfect a plus
- Proven ability to handle confidential information with discretion
- Experience working for nonprofit organization or foundation a plus

What We Offer

- Competitive salary and benefits
- Openness to a flexible schedule and hybrid position
- A positive, mission-driven, team-oriented work environment
- Opportunities to build skills, make creative contributions and develop

To apply, send a cover letter and résumé

Salary: Starting at \$56,000 + benefits

Contact person and email and phone: Jenny Hubbard, JHubbard@cvhfoundation.org,
716-807-5201