



Volunteer Position Description: Director of Fundraising

Position Overview

HAP's Fundraising Director will develop fundraising strategies, formulate solicitation procedures, and oversee all fundraising activities.

As Fundraising Director, you can make a difference in the lives of animals by helping HAP raise the funds necessary to carry out our mission.

Duties and Responsibilities

- Develop fundraising strategies
- Formulate solicitation procedures
- Oversee all fundraising activities
- Identify new donor bases
- Direct and coordinate solicitation of funds
- Help set fundraising goals
- Manage the Grant Writer volunteer role
- Cultivate relationships with funding partners and organizations
- Attend meetings with the HAP Director team
- Respond to HAP leadership emails and calls within 48 hours
- Be prepared and on-time for meetings and events
- Share and support HAP's mission and core values; adhere to HAP's policies
- Other duties as needed

Training Requirements

Training on HAP's values, policies, and core values, including orientation on campaign missions and status.

Skills and Qualifications

- Excellent communication skills — both verbal and written
- Strong leadership skills
- Energy, enthusiasm, and flair to work hard and achieve ambitious targets
- Experience in fundraising a plus, but not required
- Passion for animal welfare a plus, but not required
- Self-motivated
- Ability to present yourself in a friendly, professional, and non-partisan manner
- Ability to work independently, follow instructions, and meet deadlines
- Working knowledge of Google Drive, Trello and Dropbox, or a willingness to learn



Time Commitment Required

5 - 6 hours per week

Location

Location varies; typically within the City of Pittsburgh. Much of the work can be done remotely.

Dress Code

Professional dress required for meetings. If attending an informal event, volunteer must purchase a HAP or NPP T-shirt at cost.

Benefits to the Volunteer

- Put your skills to work helping further animal protection issues!
- Know you are making a difference in reducing the suffering of animals, improving the health of the generic public, and saving the environment for future generations
- Opportunity to meet new people and network with community members and volunteers
- Be a valued HAP team member
- Build your resume

Supervisor

Natalie Ahwesh, Vice President
Brian Bonsteel, President and Founder
Shannon Dickerson, Director of Marketing

What Volunteers Can Expect From HAP

- Support of HAP leadership and members
- Respect and appreciation for your contribution and input