



## Job Description

**Job Title:** Development Specialist

**Work Setting:** Onsite - Humane Society of Ventura County, Ojai, CA

**Classification:** Part-Time

**Status:** Non-Exempt

**Reports To:** Director of Development

**Scope:**

- Supervises staff: No
- Travel: Some travel may be required

**Compensation Range:** \$30 to \$35 per hour, commensurate with experience

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**Job Summary:**

The Humane Society of Ventura County (HSVC) is a compassionate care shelter and nonprofit organization dedicated to the protection and adoption of animals in need throughout Ventura County. Our mission statement is, “the Humane Society of Ventura County, through shelter, adoptions, programs, and services, boldly ensures the welfare of animals and Ventura County.”

The Development Specialist is an integral member of the Development Department of the Humane Society of Ventura County and will play a central role in maintaining the CRM database (Donor Perfect) and providing high-quality reports and analyses in support of the team’s fundraising efforts. Reporting to the Development Director, this position will be responsible for maintaining the integrity of the CRM, developing reports and analyses, and fulfilling various data requests including importing and exporting data, creating mailing lists, running ad-hoc queries, and performing record audits.

In addition, this person provides general support for all development and fundraising functions, including event planning and attendance, budget tracking, board reporting, donor research, donor stewardship, in-house mailings, and file maintenance, among other activities critical to supporting a high functioning Development office.

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## **Key Responsibilities**

- Serve as an advanced user and primary administrator of the Donor Perfect database, ensuring the accuracy and integrity of constituent and gift records.
- Integrate best practices for a data-driven approach to fundraising tracking and reporting.
- Provide training for new and existing database users, offer troubleshooting support, and coordinate with Donor Perfect as needed.
- Develop and maintain General Ledger, Solicitation, and Flag codes to systematically organize gifts and constituents in the database.
- Develop and maintain Development reports and exports, including fundraising reports in Donor Perfect, monthly Board reporting, and external data analysis programs.
- Create accurate mailing lists for Development functions, including, but not limited to newsletters, invitations, mailings, appeals, and eblasts.
- Analyze complex data and communicate findings towards determining the best Fundraising strategies.
- Perform imports of data, including new constituent records, actions, event participation, NCOA address updates, prospect research and enrichment screenings into the CRM.
- Responsible for creating, maintaining, and updating files and record keeping systems; paper and/or computerized.
- Actively maintain knowledge of Fundraising standards and best practices; stay current on data analytics processes and data organization procedures.
- Other duties as assigned, may periodically be required to assist in additional administrative duties related to the Development & Marketing Department, the Executive Director, or other departments in event of urgent or emergency scenarios.

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## **Qualifications**

- Bachelor's degree in a related discipline (e.g. Business, Computer Science, Finance), or the equivalent combination of education, training and experience.
- Minimum of 3 years' experience demonstrating knowledge and experience with database administration, complex data pulls and reporting; or the equivalent combination of education and experience.
- Strong understanding of fundraising best practices.
- Advanced database skills, preferably using Donor Perfect or similar CRM database.
- Skill and experience to gather, organize, analyze, and interpret a variety of complex data and effectively communicate information in various functional/operational areas.

- Strong interpersonal communication skills (verbal and written) and ability to maintain effective working relationships.
  - Meticulous attention to detail.
  - Excellent ability to prioritize and perform a high volume of requests.
  - Ability to work independently and on a team; be flexible, adaptable, and willing to learn.
  - Ability to use discretion, exercise good judgment, and maintain confidentiality.
  - Advanced skills using Microsoft Office (Word, Excel, PowerPoint, SharePoint, Access).
  - Knowledge of Constant Contact or similar digital and email marketing platform is a plus.
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### **Physical Requirements**

- Ability to bend, stoop, stretch, stand, walk, run, and extend arms above the shoulder.
  - Ability to work outdoors in varying weather conditions, including heat, rain, and cold.
  - Prolonged periods of standing, bending, sitting, walking.
  - May work inside in a temperature-controlled environment.
  - Work near, around, with animals.
  - Ability to work a flexible schedule, including weekends and some holidays.
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### **Working Conditions**

The work environment may include exposure to chemicals, medical substances, noises, odors, pet dander, and animals (including those with uncertain dispositions). The schedule may vary, requiring flexibility, with occasional weekend or holiday work.

To review the job description and apply online, please visit the link below:

[Development Specialist Application](#)