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*Humane Society for Greater Nashua – 24 Ferry Rd, Nashua, NH 03064 – P: (603) 889-2275*

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**Volunteer Position: Events & Development Administration Support**

**Supervision:** Director of Partnerships & Corporate Gifts and Director of Volunteer Resources (*Once trained, must be able to work with minimal supervision, yet must recognize limitations in knowledge and abilities, and ask for help when needed*)

**Description:** The Events & Development Administration Support role provides vital administrative and logistical support to the Development team at our animal shelter. This position helps ensure fundraising events, campaigns, and partnerships run smoothly by taking on essential tasks that the Development team does not always have capacity to manage.

**Responsibilities:**

- Providing administrative and coordination support for fundraising events, community events, and donor engagement activities
- Taking ownership of time-consuming but essential tasks that support the Development team, including data entry and preparation of materials
- Preparing and assembling promotional materials given and assigned by a development team staff member
- Supporting stewardship activities, including thank-you letters, acknowledgements, and post-event follow-ups
- Delivering and collecting promotional items, signage, and materials to and from corporate partners, venues, and community locations as needed. Ex - Have a heart promotion every February
- Working with other volunteers to provide on-site or off-site event support, including setup, pack-down, and day-of troubleshooting when available
- Assisting with post-event reporting and feedback collection

**Requirements:** Volunteers must be at least 18 years of age or older. Volunteers will ideally have strong organizational skills and attention to detail, the ability to work independently and proactively identify tasks that need to be done. Having the ability to work in a team-oriented environment and enjoy project collaboration while receiving direct professional feedback. Utilizing professional communication skills when representing the shelter to partners and supporters.

**\*Valid drivers license and willingness to travel locally for partner and event support.**

**Time Commitment:** Dependent upon season and upcoming promotions & events.

**Benefits:** This role is ideal for someone who enjoys supporting meaningful work, thrives on keeping things organized, and is happy to pitch in wherever needed to help animals and the people who support them.

**To apply for this volunteer position, please fill out our [Volunteer Application](http://www.hsfh.org) on [www.hsfh.org](http://www.hsfh.org). If you have questions, reach out to the Director of Volunteer Resources at (603) 889-2275 x25.**