

**ANIMAL
RESCUE
LEAGUE
of BOSTON**



Helping animals since 1899.

**Animal Rescue League of Boston
Assistant Director of Advancement**

The Animal Rescue League of Boston is seeking an outstanding Assistant Director of Advancement! Founded in 1899, the Animal Rescue League of Boston of Boston is a full-service humane society, providing emergency rescue services, law enforcement, veterinary and animal behavior care, mobile spay/neuter, shelter and adoption services throughout Massachusetts.

The Assistant Director of Advancement will oversee day-to-day functions of the Advancement Department and serve as the departmental decision-maker in the absence of the Director. The Assistant Director will determine and supervise the workflow and execution of all Advancement support operations, including gift processing, gift acknowledgement and letter generation, prospect management, monthly reconciliation with the Finance Department, donor stewardship, web site maintenance, and events. Whenever necessary, this person must be a “hands on” manager, capable of executing the work that the position oversees. The Assistant Director of Advancement will be responsible for the success of the monthly sustainers program (Champions Circle) and the Tribute giving program and will maintain a portfolio of leadership annual giving prospects for individual cultivation and solicitation, as well as oversee the solicitation of League vendors and area businesses. The Assistant Director will oversee Advancement-specific vendor relations, including print shops, lock box, database vendors, web site providers, mail facilities, and technology specialists. BA/BS degree required with a minimum of two years of management experience, preferably in a non-profit organization. Expert-level knowledge of Blackbaud’s Raiser’s Edge Software is essential. Solid knowledge of the Microsoft Office suite of software (Word, Excel, Outlook, Publisher, and PowerPoint) required and experience with Adobe Creative Suite (especially Photoshop and Illustrator) preferred. Exceptionally strong writing skills and superior attention to detail along with dynamic interpersonal skills required.

Competitive wage and benefits package.

Come join our team!

Please send cover letter, resume and salary requirements to:

Human Resources Department
Animal Rescue League of Boston
10 Chandler Street
Boston, MA 02117
HR fax (617) 423-6201
careers@arlboston.org
www.arlboston.org