

## **Board Support / Administrative Assistant**

Humane Society of Kodiak Board of Directors

This position serves as a liaison between the Board of Directors, the Kodiak community, granting agencies, other local non-profit organizations, and local businesses. The incumbent will take over some of the duties that Board members have done, reluctantly, due to time constraints, expertise. This position will be part-time 10-20 hours/week.

This position will also work with the Kodiak Animal Shelter Manager on various projects and will be expected to understand how the shelter is operated and what the needs are of the shelter. However, they will not be engaged in personnel management, shelter operations, and financial matters related to the shelter; those duties are the responsibility of the Shelter Manager. See position duties below.

### **Financial & Fundraising**

1. Understand the operational budget of the HSK and Kodiak Animal Shelter.
2. Build and maintain relationships with funders and donors.
3. Learn to use Donor Tools software for capturing donations and sending acknowledgement correspondence, and reporting functions. This will include Pick.Click.Give data entry.
4. Research and write grants and manage donor appeals.
5. Develop and assist HSK Board of Directors with fundraisers and community events.

### **Board of Directors Liaison**

1. Prepare board packets, including agendas, for bi-monthly board meetings.
2. Attend and participate in board meetings and work sessions.
3. Develop annual reports in cooperation with HSK accountant, Shelter Manager, and the Board of Directors for annual membership meetings and for annual reporting to City Council and Borough Assembly.
4. Work with the Board and Shelter Manager to develop new programs.

### **Community Outreach and Public Relations**

1. Develop and manage community outreach initiatives, marketing and public relations.  
Will cooperate with Shelter Manager on marketing and initiatives that are specific to the Shelter.
2. Create and distribute quarterly newsletters and updates.

3. Collaborate with and support the board with educational and volunteer programs.
4. Utilize Kodiak Daily Mirror and local radio stations for public outreach.
5. Manage member email distribution and communications with members.
6. Participate in the monthly meeting of the Kodiak Non-Profit Network.

**Qualifications:**

1. Passion for animal welfare.
2. Preferred education: Bachelor's or Associate's degree in nonprofit management, business administration, public relations, or a related discipline, or equivalent work experience.
3. Experience working in and/or volunteering for a non-profit organization.
4. Experience with strategic and operational planning.
5. Experience with grant writing and grants management.
6. Excellent verbal and written communication skills.
7. Strong motivational skills, time management, self-discipline, and interpersonal skills with ability to perform independently and in a team.
8. Willingness to collaborate with the Board and Shelter Manager.
9. Ability to be flexible and able to adapt to immediate and unforeseen challenges.
10. Proficient with personal computers, software applications, and equipment commonly used in an office setting.
13. Candidates must have home work space with internet access and ability to work virtually and reside in the Kodiak area at least 9 months/yr.

**Compensation:** This is a part-time, non-benefited position. Rate of pay dependent on experience.

**To Apply:** Potential candidates must submit resume, cover letter, and three professional references to the Humane Society of Kodiak, Board of Directors using the following email address: [humanesocietyofkodiak@gmail.com](mailto:humanesocietyofkodiak@gmail.com).

Resumes submitted directly to the Kodiak Animal Shelter will not be considered for this position.