



Job Description: Member of the Board of Directors and Marketing Committee of the-Seattle Animal Shelter Foundation

To apply for this position, please email your letter of interest and resume to SASFGovernance@gmail.com.

Do you love dogs, cats, and critters? Do you also have events and marketing expertise? If so, we have a position for you!

The Seattle Animal Shelter Foundation is seeking a volunteer Board Member to serve on the Board of Directors overseeing all aspects of the work of the Foundation. This volunteer will also be a member of the Marketing Committee, which is responsible for spreading the word about all the great things the Seattle Animal Shelter and the Foundation are doing to help Seattle's pets. This role has the unique opportunity to manage and support the day-to-day activities of a 501(c)(3) nonprofit's marketing and events teams. This is an unpaid position and will require 3-5 hours of work weekly.

The ideal candidate has strong "small marketing department" mentality (meaning WE are doing the work, not hiring it out!) and is passionate about helping Seattle's animals. This animal lover will be well-versed in planning and executing multiple monthly and yearly events. The ideal candidate will also have experience writing press releases and newsletters that will go out with our monthly newsletters. Attention to detail, a can-do attitude, and the ability to thrive in a fast-paced, ambiguous environment are essential elements to this role. The candidate will also work with our fundraising and development teams to ensure our donors are well informed about upcoming events.

Here are some of the projects you will be helping with:

- **Annual Report:** We produce a robust annual report every year that outlines where donated funds are allocated, results of campaign and programs supported by our Foundation, as well as financials and interviews of key animal shelter volunteers/staff. Please take a look at the 2016 Annual Report on our website for further reference. seattleanimalshelterfoundation.org. We are targeting March 2018 for release of the next annual report.

- **GiveBIG Campaign:** You will work with visual on email campaign, website content, graphics, and social media for a pre-launch campaign and a launch campaign. This typically happens each spring.
- **Annual Gala:** Each year we raise \$150,000+ from an auction and dinner event on Seattle's Waterfront. More info can be found here: <https://cssas.ejoinme.org/CATSANDDOGS2017>
- **A number of smaller fundraising and awareness events throughout the year:** From small beer and wine events, to the annual "Santa Paws" photo session, SASF hosts events to raise awareness about SAS through various events. We also assist with SAS's yearly [Furry 5k event!](#)
- **Year End Appeal:** You will help execute materials for the final fundraising push of the year. This includes a mailer campaign and an email campaign (this work would be October through December, but initial discussions with the Development Committee could be sooner).

Who is Seattle Animal Shelter Foundation?

SASF is a non-profit organization comprised of volunteers dedicated to enriching and enhancing the lives of animals cared for by the Seattle Animal Shelter. SASF reflects the support that the Seattle community and Shelter volunteers have for this essential City agency. Together, we raise funds above and beyond what the City of Seattle can provide to create life-changing programs and initiatives for Seattle's animals and the people who love them.

Past SASF projects include:

- SASF granted funds for the construction and funding of an onsite, immediate care, veterinary exam room. [Since opening its doors, the clinic has cared for more than 500 animals.](#)
- We also raised enough funds for a [complete remodel and restoration](#) of the Seattle Animal Shelter, which was an immense comfort to all the animals that come through SAS doors.
- We host the Raining Cats & Dogs Annual Auction Gala every year that 250+ people attend. It includes special guests, a kitten tent, silent and live auctions, and is hosted by Tracy Taylor of King 5 news. This year we raised over \$190, 000 in a single night!
- Our [Board of Directors](#) is working on a capital improvements fundraiser to get our in-house Veterinarian a full clinic of medical equipment. This year we are concentrating on diagnostic equipment such as an X-Ray machine, ultrasound machine and much more.

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