



The APA SPCA is a relatively new and growing nonprofit organization that is an offshoot of the American Pet Association. The leadership of the APA SPCA has known and worked with each other for 20+ years and two of our directors come from the APA with 20+ years experience in the pet industry.

The APA SPCA is a standalone organization and neither the APA nor any other company has any control or influence of the APA SPCA.

### **APA SPCA Volunteer Coordinator**

Responsibilities:

- Raise funds for the APA SPCA through existing programs
- Conduct small to medium fundraising events
- Recruit 30 Day Fundraisers and other volunteers to assist in fundraising activities
- Prepare weekly reports on fundraising activities
- File daily reports online of fundraising activities
- Manage accounting and collection of funds from all volunteers
- Follow the APA SPCA fraud prevention programs
- Educate the public on assistance programs available from the APA SPCA
- Establish relationships with local veterinarians for the purpose of raising funds and finding pet owners in need of our assistance

Advancement Opportunities:

- Promotion to Community Leader possible after 90 days
- Other positions within the organization are available

Requirements:

Good communication, ethical, dependable, honest, self motivated, ability to motivate and manage others, creative, and outgoing.

Since you will be managing 30 Day Volunteer Fundraisers, we request that you conduct the [APA SPCA Certified Fundraiser Program](#) \* so that you have the proper experience.

\* You may request to be considered for employment without completing the APA SPCA Certified Fundraiser Program if you have direct comparable fundraising experience. In any case, completing the program is highly preferred.