



**June 3, 2021**

Love Animals? Then Come Join Our Team!

...and make a difference in the life of an animal in need by making animal care and protection your job!

Apply for employment at the SPCA Monterey County today!

### **DEVELOPMENT MANAGER**

The Development Manager is vital to positioning SPCA Monterey County in the forefront of a diverse audience of donors and donor prospects through direct mail and digital communications. S/he develops and manages the annual direct mail and online giving programs and is accountable for meeting revenue goals as determined on an annual basis. This position requires the ability to photograph animals and people, as well as research, write and develop content that is meaningful and compelling to our donors. Write emotionally driven stories of animals who have been rescued, abused, abandoned or adopted and share the mission and work of SPCA Monterey County with our donors. This position is responsible for finding and creating content by collaborating with SPCA departments and sharing with donors via a robust direct mail program and regular emails with the goal of securing financial support, retaining donors and stewarding relationships. Oversee annual Bow Wow & Meow Donor Appreciation Breakfast in conjunction with the Vice President, Development and Community Outreach team. Research grant opportunities, write and submit grant proposals and report as required by Foundations. Supervise Events Manager and Development Assistant. Have a solid Development work history and have strong computer skills, with advanced level experience working with Raisers Edge, RE NXT, and Luminate Online. Significant experience working with graphic design software, Microsoft Word, Excel, Google Docs. Starting rate for this position is \$73,000 - \$85,000/yr DOE.

### **CLIENT CARE SPECIALIST Full-time (40 hours a week)**

As a Client Care Specialist you be responsible for ensuring the Veterinary Clinic front office runs in an efficient and orderly manner through scheduling appointments, answering telephones, completing patient paperwork, and assisting customers. Processes administrative paperwork for the Clinic, order inventory and assist in the Veterinary Clinic as required. Ideal candidate will be bilingual in English/Spanish, dependable self-starter, with the ability to learn new duties. Animal husbandry background preferred. Must have current California Driver's License and be able to present clean DMV pull at time of interview. Starting rate for these positions is \$15.60/hour.

### **REGISTERED VETERINARY TECHNICIAN**

Take a hands-on role in reducing the population of homeless dogs and cats each year with this rare opportunity in our Veterinary Clinic for a Registered Veterinary Technician. Qualified applicants **must be a California State Certified Licensed RVT**, with previous experience working in veterinary clinic. Ideal candidates will be self-motivated, able to multi-task, have excellent clinical skills and work well with others. California Driver's License and clean driving record required. This position is an eight-hour day, five days a week work shift. Starting rate for this position is \$25.00 - \$30.00/hour DOE.

### **CUSTOMER CARE SPECIALIST**

We are looking for an outgoing and welcoming Customer Care Specialist, who will be participating in the adoptions and surrenders of hundreds of homeless animals a year in our Pet Adoption and Intake Center. Experience in customer service/hospitality field is required. Ideal candidate will be dependable self-starter, with the ability to learn new duties. Solid work history and ability to work a flexible schedule, including weekends and holidays, required. Must have current California Driver's License. Starting rate for this unique position is \$15.60/hour.

### ***The SPCA Monterey County conducts Pre-employment Criminal Background Checks and Drug Screenings***

*The SPCA Monterey County is proud to offer all of its full time regular employees a comprehensive compensation package, including full medical and dental coverage, life insurance, participation in a tax-deferred 403(b) retirement program, and paid sick, vacation and holiday leave.*

### **PLEASE SEND YOUR RESUME TODAY TO:**

SPCA Monterey County, Attn: Human Resources, P.O. Box 3058, Monterey, CA 93942

Fax to: (831) 373-8613, email to: [ggaluppo@spcamc.org](mailto:ggaluppo@spcamc.org) or visit us on the web at: [www.SPCAMc.org](http://www.SPCAMc.org)