

Therapy Dogs of Vermont, a Vermont-based non-profit dedicated to providing therapy dog visits and related programs across Vermont is in need of several new members for its officer/management team. These are unpaid, volunteer positions. Posting date: January 20, 2010.

Applications are currently being accepted. For more information, questions, or application instructions, please contact TDV at [admin@therapydogs.org](mailto:admin@therapydogs.org). Applicants will be expected to provide references, a letter of intent explaining qualifications to hold the position), and any other documentation deemed necessary by Therapy Dogs of Vermont.

## **Fundraising and Giving**

### **Primary Responsibilities:**

- Create TDV's first Fundraising Plan and Strategy
- Work closely with the officer team to ensure a plan that is reasonable given TDV's existing financial and human resources, and that is closely aligned with the strategic plan
- Effectively work with volunteers, advisors, the officer team (and potentially paid consultants) to raise funds for TDV, meeting goals and targets
- Documenting all efforts for transparency and future officers
- Requires proven, high level of expertise working on fundraising strategies and plans

### **Other responsibilities may include:**

- Targeting businesses for donations, in-kind or otherwise
- Organizing appeals and other mailings
- Organizing fundraising events (amount/year to be determined in conjunction with the officer team)
- Creating (with our communications and marketing officer; web team) fundraising related materials for print and web
- Maintaining Donor/Sponsor list

### **General requirements for all officers:**

- Attend monthly officer team meeting (these alternate taking place in the Burlington area and the St Albans areas currently)
- Have frequent access to email and the internet (to use our TDV officer forum on the web)
- Be a team player and enjoy working on a dynamic, collaborative dedicated team
- Working basic knowledge of Microsoft Word
- Willingness to engage in open supportive communication with fellow officers
- Willingness to take on additional projects as needed for TDV benefit