



Humane Society of Kawartha Lakes

Job Description

Position Title: Fundraising Coordinator

Status: Full-Time, 40 Hours Per Week

Reports to: Fundraising Manager

Starting Rate: \$46,000 per year

Job Purpose/Summary: The Fundraising Coordinator will work with the Fundraising Manager to develop, enhance, and implement annual fundraising programs, activities and initiatives; coordinate and manage fundraising events, ensuring all details are properly executed; database management including gift entry & reporting; donor stewardship; and assist the Fundraising Manager.

Responsibilities:

- Implement fundraising programs, activities and initiatives, with a particular focus on annual giving programs and events
- Ensure information is accurate and kept up to date in donor database
- Enter gifts and information in donor database
- Utilize the donor database to support fundraising and grow programs
- Apply for grants and manage the grant application process
- Actively and routinely solicit gifts
- Cultivate profitable, long-term relationships with current and prospective donors
- Ensure compliance with all laws and regulations related to fundraising activities
- Prepare and present reports on fundraising efforts and progress to management
- Maintain a positive and professional relationship with donors, ensuring their continued support
- Attend required training functions
- Work collaboratively with staff and volunteers
- Support strategic fundraising planning in collaboration with Fundraising Manager
- Follow directions provided by the Fundraising Manager and the Executive Director, and abide by policies and procedures
- Perform other related functions as required

Knowledge, Skills, Abilities and Requirements:

- 2-3 years of experience in fundraising and donor relations with established demonstrated success, preferably in the not-for-profit sector
- In-depth understanding of fundraising strategies, fundamentals, and trends.
- Proficient in data entry and analysis
- Experience with donor management database
- Effective time management skills with the proven ability to accomplish multiple projects over varying timelines, demonstrating excellence in prioritization and problem-solving.
- Excellent interpersonal, customer service and public relations skills
- Proven ability to understand strategic direction, fundraising, and donor-centric communications
- Ability to effectively present information in private and public settings

- Ability to interpret and follow applicable statutes, regulations, ordinances, policies and procedures
- Excellent oral, written, and computer skills
- Ability to work effectively with a variety of volunteers, stakeholders and donors
- Must be self-motivated and a team player
- Must have genuine compassion for animals
- Must not have allergies limiting or affecting exposure to animals
- Must be flexible to accommodate a hybrid workplace arrangement and to work outside core working hours on occasion as needed including evenings and weekends
- Must have valid “G” driver’s licence for the Province of Ontario and vehicle; occasional travel may be required.
- Must provide a satisfactory criminal record check from a recognized police service in the Province of Ontario

Work Conditions and Physical Capabilities:

- Ability to work in a fast-paced, busy environment with moderate interruptions.
- Shared office space requires the ability to focus in a busy environment.
- Possibility of a hybrid work model.
- Ability to lift, grip, walk, sit, stand, climb stairs; use fine motor skill movements.

Key Competencies:

- **Accountability:** Take ownership of personal workload to meet deadlines.
- **Adaptability:** Adapt and respond to changing priorities, technologies, and requirements.
- **Attention to detail:** Ability to achieve accuracy and thoroughness.
- **Building Relationships:** Establish and maintain positive working relationships, internally and externally.
- **Commitment:** Commitment to the Humane Society of Kawartha Lakes’ mission, vision, and goals.
- **Communicate Effectively:** Speak, listen, and write effectively using appropriate communication tools and techniques.
- **Compassion:** Demonstrate concern and empathy for others.
- **Professionalism:** Demonstrate a high degree of professional conduct when interacting with others internally and externally.
- **Teamwork:** Work cooperatively and effectively with others to create and foster a positive work environment where teams work together to achieve organizational goals and objectives.
- **Time Management:** Ability to balance multiple tasks and prioritize duties as needed.