

- OUR TEAM:** The Humane Society of Kawartha Lakes' team value and support one another in a compassionate and passionate work culture that cares deeply for people and pets. We help each other achieve our goals.
- WHAT WE DO:** Simply put - we save animal lives and support pet families.
- REPORTS TO:** Executive Director
- RESPONSIBILITIES:** Utilize professionally created tools to maintain a successful fundraising program to grow the donor/support base and revenues. All of the necessary materials, expert advice, and a robust Canada Helps database are in place to support success of the Fundraising Manager. Collaborate with a cross-discipline team to increase revenues for the new strategic plan. Lead, implement, and execute all fundraising directives established by the Executive Director.
- As one of the spokespersons of HSKL, leverage this role to market and promote HSKL, enhance HSKL's public image and strengthen public and financial support for HSKL.
 - Work with the Executive Director to deliver relationship-based fundraising techniques, major gifts, corporate giving, grants, legacy giving, and events.
 - Execute the fundraising plans, strategies, campaigns.
 - Identify and cultivate relationships with donors, sponsors, and partners.
 - Remain abreast of, prepare and submit grant applications, proposals and reports.
 - In collaboration with team members, manage donor databases and maintain accurate records.
 - Implement donor stewardship and recognition programs.
 - Through direct engagement with the community and other efforts, actively and routinely solicit donations and sponsorships from individuals, businesses, government and other organizations.
 - Leverage the planned giving program and resources to encourage donations through estates, including the follow-up with estates as needed.
 - Report to the Executive Director regarding fundraising and community relationships and relevant KPIs.
 - Collaborate with team members to leverage all digital platforms, and social media to support fundraising goals.
 - Along with the Executive Director, develop relationships with local media to encourage regular and positive news coverage about HSKL and promote, market, and advertise fundraising initiatives.



RESPONSIBILITIES
(cont.):

- Support volunteer-organized and third-party fundraising activities.
- Organize and manage fundraising and special events led by HSKL.
- Follow directions the Executive Director provides and directives set out in HSKL's policies and procedures.
- Work in compliance with the Occupational Health and Safety Act and its regulations.
- Immediately report all incidents of injury, property damage, absence of or failure of protective devices and equipment to the supervisor.
- Work cooperatively with the Executive Director in the event of injury to facilitate a timely and safe return to work.
- Stay current on industry trends and best practices in fund development.
- Perform other functions at HSKL as required.

QUALIFICATIONS

- A proven fundraiser with 3-5 years experience
- Post secondary degree in a related field
- A fund development or fundraising management certificate will be considered an asset
- Experience with donor management databases
- Excellent interpersonal, customer service and public relations skills
- Ability to effectively present information in private and public setting
- Willingness to obtain training and attend seminars and functions as required by the Executive Director
- Excellent oral, written and computer skills
- Valid G license with a clear drivers' abstract

HOURS OF WORK
AND SALARY:

- Hybrid role
- Permanent full-time position at 40 hours per week
- Salary of \$70,000 - \$80,000 based on qualifications and experience
- Work mostly day shift during the week, however, the occasional weekend and evening shift is required
- Flex-time and lieu-time are available

HOW TO APPLY:

Judi Cannon, Executive Director, jcannon@hskl.ca

