

## Coordinator, Donor Programs and Services

### Full-Time Permanent

#### ABOUT EHS

The Edmonton Humane Society has been an animal welfare leader in the Edmonton community since 1907. We are a safe haven for thousands of animals in our care each year. EHS plays a key role in the Edmonton region by enriching the lives of people and their companion animals not only through our sheltering, but through our programs, services and community engagement.

#### The Role

Reporting to the Director, Donor and Stakeholder Relations, the Coordinator, Donor Programs and Services creates, maintains, and grows revenue opportunities through select donor streams and identifies needs and resources for successful implementation of donor programs, services, and initiatives.

This position is responsible for supporting cross-functional initiatives which require fund development involvement such as working with the Executive Associate on membership, and for supporting the work of the Director, Fund Development, and/or the Development Officer, Strategic Partnerships

#### Key Roles & Responsibilities

This position is responsible for a variety of duties as follows:

- Plans, coordinates and manages the EHS Casino (every two years)
- Plans for and implements the EHS Lottery (historically twice a year – Spring and Fall)
- Liaise with the Manager, Communications, to develop, distribute, and promote the yearly EHS Calendar
- Work with the Executive Associate to coordinate the administration of all membership applications, fees and the approval process. Coordinate all record management and fee payment with the Supervisor, Donor Administration
- Participate on the AGM Planning Committee to plan and coordinate the AGM in support of the CEO's Office and Board of Directors
- Act as team lead in planning special and annual donor appreciation or acknowledgment events
- In support of the Development Officer, Strategic Partnerships, and in collaboration with the Executive Associate, research and recommend opportunities for grant revenue streams and assist with application preparation, submission and documentation

## Education and Requirements

- A diploma or degree in a related field (fund development, business administration, communications, marketing, public relations, animal welfare, humane education)
- A minimum of 3 years of experience in a fund development environment

## Skills and Abilities

As the ideal candidate, you will have a passion for people, performance and diversity within the lens of animal welfare. You will have strong planning, organizational and project management skills that are necessary, as well as the ability to work independently and as part of a team.

You have willingness and ability to learn, and become proficient with fundraising policy, process, procedures and elements of fund development programs, applying knowledge to application.

## Compensation/Hours

**Compensation:** EHS offers a competitive Not-For-Profit compensation package which includes a comprehensive benefits package, and a strong work-life balance.

**Hours:** 40 hours a week; however, is expected to work hours as required to fulfill department responsibilities and some evenings and weekends may be required.

## How to Apply:

If you are looking for a rewarding career in an exciting fast paced environment, then we invite you to forward your resume and salary expectations, in confidence, by email to [hr@edmontonhumanesociety.com](mailto:hr@edmontonhumanesociety.com)

*The Edmonton Humane Society is an equal opportunity employer and we thank all applicants for submitting their resume. However, only those candidates considered for employment will be contacted.*