

Director, Donor and Stakeholder Relations 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 CEO, the Director, Donor and Stakeholder Relations is responsible for fund development, relationship management, communications and marketing, community education, social enterprise activities and volunteer engagement.

The Director will establish, maintain, and enhance relationships with key external stakeholders including donors, supporters, media, government, and partner organizations. This position is also responsible for advancing the organization's position in the community, increasing awareness of its initiatives, and developing innovative strategies for continued growth and financial security.

Key Roles & Responsibilities

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

Fund Development

- Oversees the day to day department operations
- Achieves results aligned with organizational priorities in the areas of donor relations, special events, fundraising campaigns, grant proposals and contracts
- Prepares, plans, implements and evaluates fundraising strategies with short and long-term goals to support the objectives of the organization
- Assist with stewarding giving, including identifying, cultivating, and soliciting new donors and ensuring current donors are stewarded for their gifts
- Works with the CEO, the Board and other key internal and external stakeholders to steward the organization's donors and supporters
- Manages pre-meeting activities (e.g., meeting solicitation, writing sponsorship proposals and preparing presentations)

Public Relations and Communications

- Manages internal and external relationships through effective communication strategies
- Coordinate internal and external communication plans and processes that support organizational objectives
- Oversees the use of media relations, social media, marketing, web design, technology development, print and online publications and newsletters
- Develops, implements and maintains communication standards related to branding and operating procedures
- Responsible for the communication processes and approval of site and platform content
- Oversees the organization's official public and government communications (key messages, speeches, briefing notes, crisis communications, etc.)



EVOLVE. ENHANCE. ENGAGE.

- Acts as media contact for the organization as needed
- Monitors relevant issues locally, provincially, nationally and internationally; advises leadership and Board of Directors of issues and recommends potential mitigation strategies and responses
- Annual report information and content gathering; coordinates printing and distribution

Community Engagement

- Provide structure and processes for community engagement to accomplish desired outcomes to fulfill long-term organizational goals
- Lead, create and direct the development, implementation and evaluation of community engagement volunteer plans and recognition programs
- Manage and engage the community to achieve long-term and sustainable outcomes, processes and relationships involving current and potential volunteers

Humane Education

- Provide leadership and guidance to the Humane Education area, including an education stream and a social enterprise stream
- Oversee the development and maintenance of education programs that engage the community in learning about animal welfare and compassion for animals in a for-profit model

Strategic Input and Planning

- Develop strategic plans for each department
- Develop, implement, monitor and manage department and individual team member key performance indicators
- Support departments with creating and monitoring annual plans

Administration

- Oversee human resources processes including performance management, onboarding, training, progressive discipline, time and attendance, staff development and coaching
- Work with the Finance Department to create and coordinate annual budget; oversee and analyze financial results, identifying areas of opportunity
- Develop and implement department procedures to ensure adherence with legislation, regulations and best practices
- Seek opportunities for process improvement, including future focus, automation and change management
- Report on a monthly, quarterly and annual basis (ad hoc as required)
- Ensures audit requirements are met (annual audit, regulatory body audit, ad hoc audits)
- Represent department at Board of Directors meetings as required

Education & Experience

- Degree in Communications, English/Arts, Journalism, Public Relations, Business or related field
- Minimum of five (5) years of working experience in leadership/supervisory position in fund development, communications, public relations, or a related field with a track record of revenue generation
 - *A combination of education and experience will be considered*
- Experience in not-for-profit sector is required
- Certified Fund-Raising Executive (CFRE) designation is preferred



Skills & Abilities

As the ideal candidate, you have a passion for people, performance and diversity within the lens of fund development, communications, and community engagement. You have exceptional customer service skills and have a history of building and maintaining long-term stakeholder relationships to ensure the success of the organization. You thrive on meeting and/or exceeding financial targets and are creative and compassionate in your approach.

You are recognized as an industry leader who can work very well within a collaborative senior leadership team while leading effective cross-functional teams and individual team members.

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

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.