



Administrator, Fund Development

Full-time Permanent

Who We Are

The Edmonton Humane Society (EHS) has been an animal welfare leader in the Edmonton community since 1907. We strive to be a model of excellence in the advancement of animal welfare and to lead the movement in creating a more humane world. EHS is a safe haven for thousands of homeless animals each year, providing veterinary treatment, behavioral rehabilitation, care, enrichment and rehoming. Beyond animal sheltering, we engage with the community through various programs and services to support happy, lifelong bonds between people and pets.

Who We Are Looking For

The Administrator, Fund Development will elevate donor relationships by ensuring timely and accurate customer service, data entry and response to inquiries. This position will work with the fund development team to build on relationships with donors and partners and provide support for various fundraising initiatives. The Administrator, Fund Development is regularly the first point of contact for donors at the Edmonton Humane Society and as such, this position requires an outgoing, positive, relationships focused attitude that upholds EHS' mission vision and values.

What You Will Do

- Provide superior customer service by phone, email and in person to donors/stakeholders
- Manage Fund Development phone line and inbox
- Assist stakeholders making donations and lottery ticket orders by phone
- Answer and conclude donor inquiries in a timely manner, transfer/forward inquiries throughout EHS as appropriate
- Enter all mail, in person and phoned in donations in a timely manner into the Raiser's Edge Database
- Update donor contact information and gift details for all donors when they phone in with inquiries and changes
- Provide administrative support for events, programs and projects
- Support incoming and outgoing mail including tax receipts and ad hoc mailing projects
- Oversee the Coin Bank Program by arranging placement of banks, coordinating volunteers for collection 3 times per year, counting donations, delivering to finance, and entering income into the database
- Coordinate delivery of gift in kind items, schedule volunteers for sorting, and entering donations into the database

What You Bring

- High School Diploma with course work in business subjects and/or a Certificate in Office Administration
- Data entry experience, preferably using Raiser's Edge
- Proficient in Microsoft Office suite of programs
- Non-profit work experience is preferred

Final Thoughts:

As the ideal candidate, you will have a passion for people, performance and diversity within the lens of animal welfare. You possess excellent verbal and written communication skills. You will have ability to work both independently and within a large team. Additionally, you will have the ability to work well in stressful situations and adapt accordingly.



Compensation & Hours

EHS offers a competitive not-for-profit compensation package which includes a comprehensive benefits package, and a strong work-life balance. Hours are 40 hours a week; however, the position is expected to work hours as required to fulfill department responsibilities. Some evenings and weekends may be required.

How to Apply

If you are looking for a rewarding career in an exciting fast paced environment, 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.