

Manager, Fund Development

Full-time Permanent

About Us

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.

The Role

Philanthropic donations account for over \$5 million in the EHS Annual Operating budget each fiscal year. The Manager, Fund Development plays a key role in building and maintaining a strong and sustainable donor revenue stream to provide necessary funding to meet EHS budget needs. This position is responsible for creating and maintaining donor relationships and ensuring a positive reputation in the community is upheld. This position will supervise a team of five fund development professionals and collaborate on program development and delivery and is responsible for overall results.

Key Roles & Responsibilities

Project and Team Management

- Day-to-day management and coordination of fund development team including providing direction, mentorship, and guidance to ensure all development work is effectively planned and implemented
- Coordinate annual campaign activities including direct mail, telephone campaign, and online giving
- Coordinate planning, application and reporting for philanthropic grants (community and corporate)
- Create and execute annual fundraising plan to meet organizational needs while staying on budget
- Set strategy for and oversee donor stewardship across the organization

Major/Planned Gift Fundraising

- Manage a portfolio of major/planned gift donors and prospects, actively engage, solicit and steward these donors
- Create processes and practices that increase major gifts across the organization
- Work with Development Officers on planning and execution of major gift strategy
- Work with CEO and senior leadership team on engagement strategy for major gift donors and prospects

Gift Entry and Processing

- Oversee processing of all donations
- Ensure timely data entry and tax receipting
- Regular reporting on fundraising campaign progress

Donor Stewardship

- Create and execute a donor stewardship program across all segments of donors (major, planned, and annual giving donors, GIK donors, group fundraisers, tribute giving and monthly donors)
- Enhance current naming opportunities to provide donors appropriate naming opportunities.
- Work with CEO, senior leadership team, and Board on donor stewardship strategies



Event Management

- Oversee planning and execution of all EHS signature and third party fundraising events
- Ensure events are appropriately planned including internal buy in
- Produce events that benefit EHS philanthropically while staying on budget
- Work with CEO, senior leadership team on new event strategies

Education and Experience

Education

- University Degree in a related field (fund development, business, marketing, communications, public relations, social sciences, arts)
- CFRE or willingness to work toward certification.

Experience

- Minimum seven (7) years of related experience in non-profit including direct interaction and relationship building with donors to achieve successful outcomes.
- Experience supervising staff and working with volunteers in fundraising roles.
- Demonstrated success in fund development (major, planned and annual giving) and donor stewardship.
- Experience with grant writing
- Knowledge, experience, and training in donor relations, fundraising and sponsorship, and event management is an asset.
- Familiarity with a donor database such as Raiser's Edge is an asset.

Skills & Abilities

As the ideal candidate, you have a passion for people, performance and diversity within the lens of fund development. 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.

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.