



Coordinator, Fund Development FT/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

The **Coordinator** will promote overall organization donor relationships by ensuring donors are appropriately recognized and informed about the impact of their donations in a timely manner. Reporting to the Manager, Fund Development, the Fund Development Coordinator plans, executes, and reviews various programs that affect multiple stakeholders of the organization. Collaborating with other members of the Donor & Stakeholder Relations team, and on their own, this position will successfully perform a multitude of duties to raise funds for and awareness of EHS.

Key Roles & Responsibilities

Donor Outreach

- Build positive relationships with donors and stakeholders and ensure they are engaged.
- Deliver cheque presentations and tours for various stakeholders.
- Support sponsorship asks for events through donor outreach, creating and coordinating agreements.

Stewardship

- Collaborate with Fund Development team on donor stewardship events.
- Assist in creation of stewardship matrix and involve leadership in stewardship activity as required.
- Execute weekly donation lists and coordinate recognition for donors appropriately for each level of giving.
- Create and deliver donor recognition and tribute acknowledgements as appropriate.

Group and Community Fundraising

- Manage EHS kids fundraising initiatives.
- Provide fundraising strategy, ideas, and opportunities for events for groups and kids.
- Support peer-to-peer fundraising including online platform and working with peer-to-peer fundraising groups and individuals.
- Support third party fundraisers including representing EHS at third party events and post-event reporting.

Program Support

- Support gaming portfolio including 2 lotteries per year, casino every two years, 50/50s and more through AGLC licensing, working with communications, engaging volunteers, and ensuring accurate data entry.
- Oversee kennel sponsorship through solicitation, renewals, reporting, plaque production and placement, and donor communication.
- Manage coin bank program including expanding through community outreach.
- Assist in development of Toy Box Program and ongoing management of project.
- Support grants through writing, gathering data, and reporting.

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Naming and Sponsorship Activation

- Reconcile and update naming opportunities across EHS, including facility naming, donor plaques and walls.
- Work with Fund Development team on appropriate naming opportunities for donations as they are solicited.
- Create and complete donation agreements, sponsorship agreements and naming agreements.
- Support donation and sponsorship activation opportunities across EHS.
- Complete production and standardization of naming documentation – internal process documents, donor agreements, and historical documentation.

Education & Requirements

- A certificate, diploma, or degree in a related field (fund development, or business administration).
- A minimum of 3 years of related experience with donor relations and program coordination.
- Data entry in database system preferably using Raiser's Edge.
- Proficient in all Microsoft Office Suite programs.
- Excellent communication skills, verbal and written.
- Experience stewarding donors, producing acknowledgements, dealing with donors via phone and email.
- Experience working in a non-profit organization is preferred.
- Canva experience is an asset.

Skills & Abilities

As the ideal candidate, you will have a passion for people, performance, and diversity within the lens of animal welfare. You will have the ability to exercise tact, good judgement, confidentiality, and discretion while upholding high standards of performance and accountability. You must be flexible and able to adapt to changing needs and varying projects, with an ability to build and leverage diverse relationships. Project management and coordination is key to ensure donors are recognized and informed of the impact of their generosity at a level commensurate with their gift. This role has a wide scope of duties touching many aspects of revenue, donor, sponsors, and other external partners.

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. 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.