

Calgary Humane Society is a dynamic, non-profit organization whose vision is to use innovative strategies to lead, inspire, and educate in the humane treatment of companion animals, fostering an enlightened community which consistently demonstrates respect and compassion for animals.

Our mission statement is to help as many animals as we can.

As an organization, CHS values compassion, teamwork, respect, integrity, innovation, and commitment.

Position Title:

DONOR SERVICES COORDINATOR

Full Time 37.5 hours per week – Mainly Monday to Friday with some occasional evenings and weekends.

Position Description:

If you are an emerging fundraising professional with a passion for animals, then we want you to join our Fund Development team as the Donor Services Coordinator. As Calgary's first animal welfare organization, we proudly combine our legacy of sheltering with our focus on education.

Duties:

- Process donations and constituent information by accurately entering data into our Raiser's Edge database and importing data from external software programs using ImportOmatic
- Assist with leading the strategic direction for our Annual Giving programs including; multiple direct mail campaigns, online giving and PAWS monthly donor program; by determining donor segmentation, generating lists, and reporting on outcomes
- Work with the Fund Development team to manage the structure, maintenance, and overall health of our data
- Act in a support role for all Fund Development activities
- Participate in best practice donor stewardship engagement to assist in achieving the organizations fundraising goals

Position Requirements:

- Relevant degree or diploma, ideally in fundraising or non-profit management
- Minimum of 2 years of experience in a similar role
- Solid understanding of fundraising practices and activities
- Database experience, preferably with Raiser's Edge
- Exceptional customer service, interpersonal, communication, & organizational skills
- Genuine interest in the welfare of animals and values congruent with the organization
- Flexibility to work some overtime and attend special events outside of regular business hours
- Valid Class 5 drivers license with a clean driving record
- Successful candidate will be required to provide a criminal record check at their own expense, to be arranged by CHS

CLOSING DATE: POSTING WILL REMAIN OPEN UNTIL A SUITABLE CANDIDATE IS FOUND.

Please apply in confidence referencing the position you are applying for, including salary expectations to careers@calgaryhumane.ca

We thank all applicants for their interest in working at Calgary Humane Society however only those selected for an interview will be contacted.

No phone calls please.