

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 that 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:

SENIOR MANAGER, FUND DEVELOPMENT - FULL TIME

Reporting to the Executive Director, the Senior Manager of Fund Development is responsible for leading and overseeing all aspects of the Society's philanthropic and fund development strategies and initiatives, including leading the organization through our current "For Them" Capital Campaign, as well as related fundraising activities for our centennial celebration in 2022. Acting as a member of the Senior Management team, this individual will be involved in the overall management of the Society and will be an ambassador for the Society promoting the organization whenever possible.

Specific responsibilities include, but are not limited to:

Fund Development and Campaign Management:

- Develop, implement and maintain a long-term comprehensive growth plan in order to meet fundraising goals for the organization through direct mail, special events, monthly giving, third party fundraising, corporate sponsorship, online campaigns, major gifts, and other fundraising activities.
- Oversee the growth and development of the planned giving program.
- Conduct research and analyze the Society's donor database to identify prospects and use their connections within the community to develop deeper relationships.
- Create and execute a strategy to sustain and improve annual individual giving, corporate sponsorship, and gifts from foundations, including an online donation strategy.
- Collaborate with the Communications team regarding the development of fundraising promotional materials to be used to build donor loyalty, improve donor retention, and increase the size of the donor base.
- Support the Fund Development team with grant proposals, grant applications, presentation decks, reports, donor acknowledgement and other ad hoc donor reports.
- With the support of other CHS departments, work to promote fundraising activities with the CHS team, volunteers and other key stakeholders to create the level of engagement necessary for success.

Donor Relations and Donor Management:

- Cultivate strong relationships with CHS Donors through the development of a donor recognition program and various stewardship strategies to ensure proper donor acknowledgement in accordance with best practices and in line with the Society's values and policies.
- Build and maintain positive and mutually beneficial relationships with community partners, sponsors, donors, vendors, and service providers.
- Manage the fundraising database to ensure accuracy and timely gift acknowledgement and proper tax receipting practices.

Organizational and Team Leadership:

- Work alongside the Executive Director and Senior Management team to ensure the strategic goals of the organization are met.
- Cultivate effective interdepartmental relationships across the organization and with key stakeholders to build a philanthropic environment.
- Interpret and apply the Society's policies and make recommendations for change to the Management team in area of expertise to ensure fund development practices remain relevant and on point.
- Promote organizational values in all areas when conducting Society business and at events.
- Provide leadership and support to the Fund Development team in accordance with the Society's mission, bylaws, and policies.
- Responsible for performance management of the Fund Development team, including completion of performance reviews, achievement of goals, and ongoing coaching and mentoring of team members on fundraising best practices.
- With assistance of the Executive Director and Senior Manager, Finance, develop annual operating budget for the department.
- Ability to assume responsibilities of direct reports as required.
- Create a positive and inclusive work environment for all team members.

Key Competencies required:

- Strong team player with ability to build effective relationships with peers, volunteers, employees, volunteers, donors, and sponsors promoting cooperation, collaboration, and partnerships between these groups.
- Proven skill in long term strategic and business planning with consideration of Society's strengths and weaknesses and overall organizational mission and goals in mind.
- Ability to manage multiple, sometimes conflicting priorities to deliver results with a strong desire to meet challenges and perform to the highest standard.
- Ability to apply previous fundraising experience to identify and capitalize on opportunities and use information from a variety of sources to make informed decisions to maximize growth and foster partnerships.
- Commitment to continuous improvement of the Society's fundraising practices, policies, and procedures focusing on promoting the brand and reputation of the Society.
- Ability to effectively manage change and lead others under their supervision to do so equally well.

- Demonstrated ability to effectively coach and mentor staff to build trust, professionalism, and integrity in the team with a commitment to the long-term success and growth of others.
- Exceptional verbal and written communication skills and comfort with public speaking.

Qualifications:

- CHS is a COVID-19 safe workplace. With limited exceptions, CHS requires all employment applicants provide proof of fully vaccinated status in accordance with current guidelines. CHS also complies with all in-force Alberta Health Services directives regarding COVID 19 safety.
- Undergraduate degree in not-profit studies, public relations, business or similar field.
- Minimum seven years' experience in the field of Fund Development.
- Minimum five years leadership experience in a fund development role with related program development experience (Major Gifts, Corporate Giving, Special Events, Individual Giving, Planned Giving, Third Party Events, etc.); administration experience; and fiscal oversight of a budget greater than \$3M.
- CFRE certification.
- Active Association of Fundraising Professionals (AFP) membership.
- Successful candidate will be required to provide a criminal record check to be arranged by CHS.
- Must have at least 3 years driving experience with a Class 5 Graduated Driver's License and/or Class 5 Driver's License with a 5-year clean driver's abstract.
- Physically capable of, and comfortable working with, and handling a variety of species including but not limited to: cats, dogs, rabbits, birds, rodents, and reptiles.
- Flexibility to work outside of regular business hours including some evenings and weekends for events, committee meetings, and other Society business.
- Experience working with a volunteer board governed environment.
- Knowledge of Blackbaud Raisers Edge is a definite asset.
- Genuine concern for the welfare of animals.

Closing Date: Posting will remain open until a suitable candidate is found.

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

We thank all applicants for their interest; however, only those selected for an interview will be contacted. No phone calls please.