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Calgary Humane Society is a dynamic, non-profit organization whose purpose is to create a more humane world. As an organization, we act with **Compassion**. We work hard to build **Trust**. And we thrive through **Collaboration**. We take pride in fostering an open, inclusive, creative, and supportive environment.

If your beliefs and values align with ours, we welcome you to apply for any open positions we have on our team.

Calgary Humane Society is an equal opportunity organization. We welcome diversity and appreciate the value of the broad range of perspectives we see from different backgrounds and experiences.

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**Position Title:**

## **Fund Development Administrator - Full Time**

Monday to Friday - 37.5 hours per week. Will be required to work some evenings and weekends for special events and other fundraising activities.

Reporting to the Director of Philanthropy, the Fund Development Administrator provides administrative support to the Fund Development team in the organization, coordination, and execution of all fundraising initiatives ensuring they are efficient and successful and enabling us to continue to fulfill our mission of helping as many animals as we can.

**Duties:**

- Ensure accurate and timely donation processing with the support of a volunteer team and work with the Finance team to ensure alignment with financial records.
- Maintain accurate constituent information in the Raisers Edge database system.
- Perform analysis of donor database information to determine various donor segments to maximize giving potential, including list generation and reporting on outcomes of each giving strategy.
- Support the Donor Services Coordinator with achieving the fundraising goals of our Annual Giving programs including direct mail campaigns, online giving campaigns, and PAWS monthly donor program.
- Utilize best practice strategy for donor stewardship and engagement to ensure proper gift acknowledgment.
- Provide support to the Volunteer Resources team in the coordination of event committees for Calgary Humane Society signature events including management of meeting scheduling, minute taking, and distribution of any relevant correspondence among members.
- Responsible for supporting the Fund Development Coordinator with all third-party events, working closely with the Volunteer Resources team to ensure donors efforts are supported, they are provided all necessary materials and supplies, and ensuring CHS presence when appropriate.
- Support the Fund Development Coordinator and Communications team in the development, organization, and execution of any additional special events held by Calgary Humane Society, including signature events.
- Collaborate with all members of the Fund Development team in the development and implementation of best practice donor stewardship activities for all Calgary Humane Society fundraising initiatives.
- Research and investigate new opportunities to connect and engage with donors and other stakeholders.
- Support other CHS departments with all other fundraising initiatives and activities, as required, creating a philanthropic culture within the Society.
- Assist in other areas of the shelter when additional support is required (e.g. cleaning and feeding animals)
- Other duties as assigned.

**Qualifications and Experience:**

- Calgary Humane Society is a COVID-19 Safe Workplace. With limited exceptions, CHS requires all employees provide proof of fully vaccinated status
- Minimum three years of experience providing administrative support
- Experience using Raisers Edge software an asset
- Demonstrated interpersonal skills
- Exceptional verbal and written communication skills
- Self-motivated and passionate about achieving established goals and objectives
- Intermediate knowledge of Microsoft Office suite of programs
- Genuine interest in the welfare of animals and values congruent with the organization
- Demonstrated resiliency and ability to maintain professionalism in a fast-paced environment
- Excellent planning and organization skills to manage multiple projects/ programs and prioritize tasks
- Strong team player with ability to build cohesive relationships with volunteers, employees, volunteers, donors, and sponsors by promoting cooperation, collaboration, and partnerships between these groups
- Flexibility to work outside of regular business hours including some evenings and weekends for events, committee meetings, and other Society business.
- 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
- Flexibility to work outside of regular business hours to attend Society meetings and events
- Comfortable and physically capable of working with, and handling, a variety of species, including but not limited to cats, dogs, rabbits, reptiles, rodents, and birds

**Physical Requirements:**

- Capable of lifting and carrying a maximum of 40lbs/18kgs (infrequent).
- Frequent walking, standing and sitting.
- Physically capable of handling and working with a variety of species, including but not limited to dogs, cats, rabbits, rodents, birds, and reptiles (infrequent and training is provided).

**Closing date:** Posting will remain open until a suitable candidate is found

Please submit your cover letter and resume, indicating the job title in the subject line, to [careers@calgaryhumane.ca](mailto:careers@calgaryhumane.ca)

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