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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:**

## **Senior Development Officer – Full Time**

Reporting to the Director of Philanthropy, CHS' Senior Development Officer is responsible for corporate and community-based fundraising, including identifying, prospecting, cultivating, stewarding, and managing relationships with corporate and community partners, donors, and sponsors. This position plays an integral role in developing and implementing Calgary Humane Society's fundraising strategies and will actively work with the Fund Development team, Senior Leadership team, and Board of Directors to fulfill CHS' fundraising goals enabling us to continue to fulfill our mission of helping as many animals as we can.

### **Duties:**

- Responsible for building and maintaining strong relationships between donors and CHS
- Manage a portfolio of approximately 75 or more primary prospects and donors
- Set and execute strategies to help CHS achieve substantial gift donations
- Identify and research potential large gift prospects
- Develop and implement cultivation and strategy plans for assigned donors
- Build and deliver gift acknowledgement and stewardship plans for assigned donors
- Lead the grant program through best in practice research, write proposals, and provide presentations to advance relationships with prospects and donors
- Involved in the solicitation of sponsors for CHS' signature events
- Maintain records and track donor progress in Raiser's Edge
- Develop and execute best in practice stewardship activities for all levels of supporters
- Work closely with the Volunteer Resources team to secure resources required for fundraising events
- Plan and lead the implementation of the annual Donor Appreciation event
- Manage expense and revenue budgets for assigned projects
- Maintain current knowledge of giving trends, and bring these learnings to the team
- Identify and secure a portfolio of corporate partners and donors to fundraise through corporate philanthropy, independent fundraising events, promotions, workplace giving, sponsorships, employee engagement, and gifts-in-kind

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- Assist the Fund Development team with answering phones, responding to emails, processing gifts, and checking batches when required
  - Commitment to continuous improvement of the Society's fundraising practices, policies, and procedures focusing on promoting the brand and reputation of the Society
  - Assist in other areas of the shelter when additional support is required (e.g. cleaning and feeding animals)

### **Qualifications and Experience:**

- Minimum five years of experience in fundraising
- Post-secondary degree or a diploma in a related field required
- AFP membership an asset
- Working towards or completion of the Certified Fund Raising Executive (CFRE) designation a definite asset
- Experience using Raiser's Edge database
- Demonstrated interpersonal skills
- Exceptional verbal and written communication skills
- Vast experience writing grants a definite asset
- Comfortable delivering presentations to large groups
- Self-motivated and passionate about achieving established goals and objectives
- Experience working with committees, volunteers, donors, and sponsors
- Intermediate knowledge of Microsoft Office
- 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 and programs and ability to prioritize tasks efficiently
- 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
- 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 meetings and events
- Comfortable with and physically capable of working with, and handling, a variety of species, including but not limited to cats, dogs, rabbits, reptiles, rodents, and birds

**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.***