
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.

Position Title:**Senior Fund Development Officer****Monday to Friday | 37.5 hours per week | Some evenings & weekends for special events**

Reporting to the Director of Philanthropy, CHS' Senior Development Officer is responsible for corporate and mid-level giving including cultivating, soliciting, and stewarding relationships and partnerships. This position will help develop and implement Calgary Humane Society's fundraising strategies and will actively work towards achieving annual fundraising goals in service of CHS' mission.

Key Duties & Responsibilities:

- Manage a portfolio of approximately 75 prospects and donors (primarily corporate and mid-level with opportunities to support major gift program)
- Cultivate and steward strong relationships between corporate and mid-level donors and CHS
- Use quantitative and qualitative approaches to identifying and qualifying prospects for corporate, mid-level, and major gift programs
- Oversee CHS' annual Donor Appreciation event
- Manage expense and revenue budgets for assigned projects
- Secure sponsors and attendees for CHS' signature events
- Work with the Volunteer Resources team to secure volunteer support for CHS events
- Maintain accurate donor records in NXT
- Use data segmentation and analytics to elevate donor management
- Commitment to continuous improvement of CHS' fundraising practices, policies, and procedures through ongoing learning of philanthropic trends and best practices
- Represent CHS brand, reputation, and values in the community
- Along with other members of the Fund Development Team, assist in other areas of the shelter when additional support is required

Required Education, Training & Experience:

- 5 years+ of fundraising experience in corporate and individual giving
- Post-secondary degree or a diploma in a related field required
- Certified Fund Raising Executive (CFRE) designation (or working towards)
- Intermediate knowledge of NXT and Microsoft Office
- Experience and comfort with public speaking and group presentations

Skills & Attributes:

- Excellent verbal and written communication skills
- Strong planning and organization skills, able to manage multiple projects
- Collaborative team player with ability to build positive, respectful relationships with colleagues, volunteers, donors, and sponsors

-
- Self-motivated, growth mindset, resilient and committed to achieving established goals and objectives in service of mission
 - Demonstrated ability to maintain professionalism in a fast-paced environment
 - Experience working with committees, volunteers, donors, and sponsors
 - Flexibility outside of regular business hours to attend meetings and events
 - Genuine interest in animal welfare and alignment with CHS values
 - Successful candidate will be required to provide a criminal record check to be arranged by CHS
 - Class 5 Driver's License with a clean 5-year clean driver's abstract
 - Comfortable with and physically capable of working with, and handling, a variety of animal species including but not limited to dogs, cats, reptiles, birds, reptiles, and rodents

Annual Salary:

Commensurate with education and experience

Benefits & Perks:

- 100% employer paid health and dental benefits for employees and their dependents
- Wellness Spending Account
- Vision coverage
- Paid vacation, sick time, wellness days, and paid day off on your birthday
- Matching RSP
- Professional development opportunities
- Discounts on CHS products and services, including adoption fees
- Access to Employee and Family Assistance Program
- Access to reduced rate counseling services

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

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