



**Join the team!**

---

Calgary Humane Society is a dynamic, non-profit organization whose mission is:  
**Protect Animals. Support People. Create a More Humane World.**

As an organization, we value Compassion, Commitment, Courage, and Collaboration and 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.

---

**Position Title:**

**Fund Development Assistant – Full Time**

**One year term position with potential to extend to permanent full time  
Monday-Friday 9:00AM to 5:00PM (flexible shift) | 37.5 hours per week**

Reporting to the Manager of Finance and Director of Philanthropy, the Fund Development Assistant is a key member of the Fund Development team. This position will often be the first point of contact for our loyal and generous supporters. Responsible for donor management and database support, the Fund Development Assistant supports the Director and Manager with processing and maintaining all donation records while following established procedures and recommending new approaches. In addition, this position will help with donor management by delivering exceptional service to donors and key internal and external stakeholder groups through phone calls, emails, and walk-in visits.

**Duties:**

- Accurately enter the daily receipt of gift cheques.
- Accurately import and link the daily online donations to constituent records.
- Produce charitable tax receipts and individualized acknowledgement letters.
- Database entry duties as needed.
- Provide support in maintaining accuracy and integrity of the donor database.
- Create new constituent records as needed.
- Create and manage dashboard reports.
- Research and maintain updated biographical information for constituents.
- Coordinate volunteer needs for increased donation periods to assist with data entry, review, and thank-you calls.
- Train and supervise the volunteers who work with the database.
- Field and respond to donor phone calls and inquiries with excellent customer service.
- Complete weekly thank you calls to donors.
- Coordinate stewardship and recognition for donors including managing lists and varying forms of relevant collateral.
- Research and respond effectively to donor concerns and information requests.
- Accept and process donations made by phone and mail.
- Other administrative duties as assigned.
- Assist with the feeding, cleaning, and enrichment of shelter animals when required.



**Join the team!**

---

### **Position Requirements:**

- Minimum high school diploma.
- Working knowledge of fundraising software (Raisers Edge NXT) considered an asset, as well as strong administrative skills in Microsoft Office.
- Highly detail oriented with a critical degree of accuracy regarding data entry and analysis.
- Excellent interpersonal, organization, and customer service skills.
- Excellent communication skills both verbally and in writing.
- Comfortable interacting with a range of diverse stakeholders.
- Ability to prioritize work and to perform multiple tasks simultaneously while adhering to strict deadlines.
- Good problem-solving and analytical skills.
- Ability to take initiative, work well as a team member and independently.
- Able to use discretion dealing with confidential data.
- Proactive, can-do attitude and willingness to jump in to help with other duties as required to support the teams.
- Commitment to long-term relationship building with donors and volunteers.
- Flexibility to occasionally work outside of regular hours.
- Possesses a genuine concern for the welfare of animals.
- Successful candidate will be required to provide a criminal record check at their own expense which will be arranged by CHS.
- Physically capable of, and comfortable handling a variety of species including but not limited to cats, dogs, rabbits, 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.
- Annual Wellness Spending Account.
- Vision coverage.
- Paid vacation, sick time, wellness days, and paid day off on your birthday.
- Matching RSP after one year of employment.
- Personal and 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: February 11, 2024**

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.***