



Coordinator: Monthly Giving– Full Time

The Ottawa Humane Society is a non-profit, community-based organization and a registered charity. Since 1888, we have been the leading organization providing a safe haven for sick, injured and homeless animals in Ottawa. For more information on the Ottawa Humane Society, visit us at: <http://www.ottawahumane.ca>.

Under the direction of the Manager: Donor Relations the Coordinator: Monthly Giving is responsible for achieving the fundraising goals of the Ottawa Humane Society (OHS), focused on monthly giving. We offer a competitive wage range \$23.78 to \$28.95 per hour, commensurate with experience. As well, we offer generous sick leave, vacation, life insurance, long term disability, employer paid extended health and dental benefits and a registered pension plan. This is a full time permanent position working 75 hours biweekly.

What would you do?

- Ensure the accuracy of the OHS development database and donation processing for all monthly donations
- Prepare acknowledgements, receipts and consolidated receipts for monthly donations
- Develop and maintain relationships with monthly donors and prospects
- Promote monthly donations inside and outside the OHS
- Assist in the development of monthly donor plans and policies
- Draft messaging for social media
- Ensure the accuracy of all monthly donor records
- Prepare written acknowledgments for all tribute gifts
- Develop queries, metrics and tracking to measure program effectiveness
- Research monthly donor opportunities and industry best practices
- Support donor recognition and stewardship plans and activities
- Develop written and other materials to support the monthly donor program
- Manage and coordinate monthly giving resources
- Supervise and coordinate volunteers and contractors
- Maintain excellent relationships with OHS partners and donors
- Prepare and deliver written and verbal presentations
- Be aware of and make use of community resources

What are we looking for?

- Grade 12 graduation diploma
- 1 to 2 years relevant experience in fundraising or sales
- 1 to 2 years experience in database applications, preferably Raiser's Edge.
- Financial aptitude
- Superior multitasking skills honed in a deadline-driven environment
- Experience writing content for various fundraising channels preferred
- A diploma or certificate in fundraising is an asset
- Demonstrated excellent customer service, crisis management and conflict resolution skills
- Demonstrated excellent teamwork abilities
- Demonstrated ability to relate well to people from a wide variety of backgrounds

- Proficiency in Microsoft Word, Excel and Outlook

Please contact careers@ottawahumane.ca if you would like a copy of the full job description.

Individuals are required to be fully vaccinated against COVID-19 as a condition of being hired by the OHS. Medical exemptions and accommodation under human rights legislation are considered under the vaccination policy.

How to Apply: If you are interested in this opportunity and have the above qualifications, please forward your resume and cover letter to the attention of the Manager, Human Resources via email to careers@ottawahumane.ca.

The Ottawa Humane Society is an equal opportunity employer. The OHS offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by the OHS regarding a job opportunity, please advise prior to the interview if you require accommodation.

We thank all applicants for applying, however, only candidates selected for interviews will be contacted. No phone calls please.