



Manager: Donor Relations

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>.

The Manager: Donor Relations is responsible for achieving the fundraising goals set by the OHS including mid-level, corporate, foundation, and legacy gifts. We offer a competitive salary range between \$65,270 - \$72,063, 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?

- Support the development, implementation, management monitoring, and evaluation of OHS fundraising and stewardship plans for major gifts, mid-level gifts, corporate, foundation, and legacy giving initiatives
- Determine short and long term tactics and strategies to achieve department and organizational strategic goals
- Develop and maintain relationships with OHS donors and prospective donors
- Promote legacy giving inside and outside the OHS in consultation with the Senior Manager: Donor Relations
- Assist in the creation and implementation of promotional plans to support the legacy giving program and various other fundraising initiatives
- Assist in the creation and implementation of promotional plans
- Be aware and make use of community resources
- Prepare and deliver written and verbal presentations including media appearances
- Assist in the development and management of program budget
- Provide advice and assistance to other managers, directors, CEO, and OHS Board and committees as required
- Be thoroughly familiar with and ensure adherence to pertinent legislation, regulations, contracts, guidelines, OHS mission, policies, procedures, plan and collective agreement
- Maintain a comprehensive knowledge of best practices and trends in fundraising, including legacy giving and donor stewardship
- Produce and maintain accurate reports, records, and files
- Manage department administration and human resource documents and files
- Participate in supervision, evaluation, training, and other meetings as required
- Lead and manage department staff and volunteers including orientation, training, performance management, and daily supervision
- Hire, fire, and discipline staff in consultation with the Senior Manager: Donor Relations and Manager: Human Resources
- Be familiar with and ensure compliance with all health and safety policies and procedures
- Participate in the identification and evaluation of OHS programs and objectives
- Participate in professional development opportunities
- Participate in public relations and promotional activities as required
- May be required to assume some of the responsibilities of the Senior Manager: Donor Relations

What are we looking for?

- Post- secondary school degree, diploma or certificate in a related field- fundraising preferred

- CFRE designation and/or CAGP membership are assets
- A minimum of three years' experience in development including major gifts and/or legacy giving
- A minimum of one year staff management experience
- Experience in CRM database, preferably Raiser's Edge
- Proficiency in Microsoft Office Suite
- Demonstrated experience in donor and proposal research
- Experience in iwave is an asset
- Full professional proficiency in spoken and written English is required

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.