



Ottawa Humane Society Job Description

Job Title:	Senior Manager: Donor Relations
Reports to:	Director: Development

JOB PURPOSE

The Senior Manager: Donor Relations is responsible for overseeing and integrating OHS major gifts, mid-level gifts, corporate, foundation and legacy activities and achieving the fundraising goals of the OHS

DUTIES AND RESPONSIBILITIES

- Develop, implement, manage, monitor, and evaluate 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
- Analyze statistical data to determine trends and projections
- Develop and maintain relationships with OHS donors and prospective donors
- Develop materials to support various individual, corporate and foundation initiatives
- Ensure best practices and consistency in donor communications in collaboration with the OHS development and communications departments
- Create and implement promotional plans
- Be aware and make use of community resources
- Prepare and deliver written and verbal presentations including media appearances
- Develop, implement, evaluate, and ensure adherence to standard operating procedures within assigned functional areas
- Develop, manage, and ensure adherence to department program budgets
- Provide advice and assistance to other managers, directors, CEO, and OHS Board and committees as required
- Manage and coordinate department resources
- Be thoroughly familiar with and ensure adherence to pertinent legislation, regulations, contracts, guidelines, OHS mission, policies, procedures, plans and collective agreement
- Maintain a comprehensive knowledge of best practices and trends in fundraising and donor stewardship
- Produce and maintain accurate reports, records, and files
- Manage department administrative files and human resources documents and files
- Participate in supervision, evaluation, training, and other meetings as required


- Provide training, orientation and supervision for student, volunteer, and work placements as required
- Lead and manage department staff and volunteers including orientation, training, performance management, and daily supervision
- Guide and support manager and coordinator leads in functional areas of responsibility
- Hire, fire and discipline staff in consultation with the Director: Development 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 program goals 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 Director: Development

QUALIFICATIONS

- Post-secondary school degree, diploma or certificate in a related field – fundraising or marketing preferred
- CFRE is an asset
- Minimum of 5 years' management experience
- Minimum of 5 years' experience in development including major gifts, corporate and foundation giving
- Experience with CRM database, preferably Raiser's Edge
- Proficiency in Microsoft Office Suite
- Full professional proficiency in spoken and written English is required

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee may be required to work occasional evening, holiday and weekend shifts
- Employment is conditional upon having and maintaining a valid driver's licence and access to a vehicle
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

Approved by:	
Date approved:	July 2022
Last reviewed:	