



## Ottawa Humane Society Job Description

<b>Job Title:</b>	Chief Development Officer
<b>Reports to:</b>	President and CEO

### JOB PURPOSE

The Chief Development Officer (CDO) is responsible for the leadership of the comprehensive Ottawa Humane Society (OHS) philanthropic and engagement campaign.

### DUTIES AND RESPONSIBILITIES

- Provide vision, strategy, short- and long-term planning, and leadership to build the long-term success and stability of the OHS and achievement of its mission
- Lead the identification, achievement and evaluation of OHS and department objectives
- Develop, implement and evaluate a comprehensive campaign
- Leverage business intelligence to develop new strategies, develop projections, and determine trends
- Lead efforts to raise annual, recurring, major and legacy gifts
- Raise funds in conjunction with the OHS board, staff and volunteers
- Ensure and oversee appropriate systems for prospect management and reporting, donor research, donor and gift recordkeeping, and stewardship
- Ensure best practices and consistency in donor communications in collaboration with the OHS marketing and communications department
- Lead the research of foundation and corporation funding opportunities, the development of grant proposals, and ensure funding and reporting requirements are met
- Provide leadership and direction for all development events and engagement activities, increasing opportunities to promote and showcase the organization to current and potential donors
- Lead, motivate, train, and coach all OHS staff on positive donor relations, and maximize contribution opportunities throughout the OHS
- Cultivate, develop and maintain relationships with donors, donor prospects, corporations and foundations
- Leads OHS donor and prospect engagement and supports overall OHS communications strategy
- Support the OHS Board of Director and senior management's role in giving and donor cultivation
- Champion OHS culture, including equity, diversity and inclusion
- Assist department staff in the creation of annual goals, timelines, and deliverables
- Provide ongoing performance management and annual reviews
- Institute staff on-boarding, training, continuing education seminars and professional and career development programs for department staff, volunteers and work placements
- Oversee the development of department budgets and monitor revenue and expenses in relation to the approved budgets
- Maintain a knowledge of fundraising and development best practices and trends
- Develop, implement and ensure adherence to OHS plans, standard operating procedures and policies and procedures, ensuring compliance with municipal, provincial, and federal legislation, the mission of the OHS, and board policies


- Lead or attend staff and other meetings and committees as required
- Develop and maintain productive relationships with OHS partners and stakeholders achieve OHS and department goals
- Be familiar and ensure adherence to all health and safety legislation, policies and procedures
- Respond to complaints about employees, volunteers and operational procedures, and respond to grievances and complaints from unionized and non-unionized staff
- Accountable for all aspects of development human resources and performance management
- Research, prepare, and deliver written and verbal reports and presentations
- Be thoroughly familiar with and ensure adherence to pertinent legislation, regulations, contracts, guidelines, and OHS mission, policies, and the collective agreement
- Ensure security and maintenance of OHS assets
- Provide advice and assistance to OHS staff, managers, directors, CEO, OHS board and committees
- Serve as spokesperson for OHS development and as delegated by the CEO for other matters
- May be required to assume the responsibilities of the CEO

## QUALIFICATIONS

- Post-secondary school diploma or degree or equivalent
- CFRE designation is an asset
- 10 years of fundraising, development or advancement experience
- Demonstrated excellent leadership and teamwork abilities
- Demonstrated excellent customer service, crisis management and conflict resolution skills
- Excellent organizational skills
- Experience with Raiser's Edge database or similar CRM database is essential
- Proficiency in Microsoft Office Suite
- Advanced verbal and written skills in English are required
- Bilingualism (English/French) is an asset

## WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee must be willing and able to work occasional evenings, holiday and weekend shifts
- Employee may be required to be available to respond to after-hours emergencies as needed
- Employment is conditional upon maintaining a valid driver's license
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

<b>Approved by:</b>	
<b>Date approved:</b>	February 9, 2024
<b>Last reviewed:</b>	February 2024