

Ottawa Humane Society Job Description

Job Title:	Manager: Capital Campaign
Reports to:	Chief Development Officer

JOB PURPOSE

The Manager: Capital Campaign is responsible for achieving capital campaign goals set by the Ottawa Humane Society (OHS)

DUTIES AND RESPONSIBILITIES

- Lead campaign management and activities, including pipeline management, prospect research and tracking, strategy and evaluation, moves management, task assignment, and maintenance of timelines
- Organize and administer campaign teams and committees
- Schedule campaign meetings for the Chief Development Officer, CEO, committees or Board members, preparing talking points, presentations and materials for all donor outreach and solicitations.
- Maintain master campaign calendar
- Identify and research individual, corporation, and foundation prospects, in conjunction with other development staff or volunteers
- Create and edit campaign communications, such as solicitation documents, offers, acknowledgments, follow-up letters, newsletters and naming agreements
- Identify and solicit, including writing and submitting grant applications, potential community grant funding sources, in conjunction with other development staff
- Track and manage donor data, dashboards and reporting using Raisers' Edge NXT
- Work with OHS staff to manage logistics for site visits and events, coordinating publicity as appropriate
- Develop, implement, evaluate and ensure adherence to standard operating procedures within assigned functional areas
- Manage, and ensure adherence to department and campaign 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, plans and collective agreement
- Maintain a comprehensive knowledge of best practices and trends in capital campaign fundraising
- Produce and maintain accurate reports, records, and files
- Participate in evaluation, training, and meetings, as required
- Provide training, orientation and supervision for staff, students, volunteers, and work

placements, as required

- Be familiar with and ensure compliance with all health and safety policies and procedures
- Participate in professional development opportunities

QUALIFICATIONS

- Post-secondary school diploma or equivalent
- A minimum of 3 years' progressive experience in capital campaign management
- A minimum of 5 years' experience in a fundraising capacity in a not-for-profit organization with a track record of success in securing \$10,000+ gifts
- Minimum 2 years' management or senior supervisory experience of staff and volunteers
- High proficiency in Raiser's Edge/RE NXT or equivalent database and Microsoft Office Suite, particularly Excel and PowerPoint
- Thorough knowledge of the principles of fundraising and capital campaigns, individual giving and/or major gifts and the tracking and monitoring of pledges
- Demonstrated proficiency working with Boards, in leadership and leading committees of volunteers
- Full professional proficiency in spoken and written English is required
- Knowledge of the local philanthropic community an asset
- CFRE certification or MNPL degree an asset
- PMP certification an asset
- Bilingualism (English/French) is an asset

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

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