

Ottawa Humane Society

Job Description

Job Title: Coordinator: Development

Overall Purpose: Under the direction of the Senior Manager: Development, the Coordinator: Development is responsible for achieving the fundraising goals of the Ottawa Humane Society.

In accordance with OHS' objectives, philosophies and policies and procedures, the Coordinator: Development is responsible for the following:

1. Professional Responsibilities

- Ensure the accuracy of the OHS development database, donations and receipts for mid-level and major gifts
- Prepare written receipts and acknowledgements
- Provide assistance to donors as required
- Maintain and analyze data
- Assist in the development of donor plans and policies
- Research fundraising opportunities
- Prepare written acknowledgments for mid-level gifts
- Support donor recognition and stewardship plans and activities
- Develop written and other materials to support the fundraising programs
- Develop queries, metrics and tracking to measure program effectiveness
- Coordinate development resources
- Oversee 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

2. Administrative Responsibilities

- Represent OHS in a professional manner
- Be thoroughly familiar with and ensure adherence to pertinent legislation, regulations, guidelines, OHS mission, policies, procedures and plans
- Participate in supervision, evaluation and training sessions
- Prepare accurate expense accounts and other forms
- Produce written reports and records
- Develop and maintain monthly giving records and metrics
- Ensure approved OHS style guidelines followed
- Network with other service providers and professionals
- Attend staff meetings and other meetings as required
- Provide training, orientation and supervision for student, volunteer, and work placements as required
- Be familiar and ensure compliance with all health and safety policies and procedures
- May be required to assume the responsibilities of Supervisor

3. Program Development

- Participate in appropriate OHS committees
- Participate in public relations and promotional activities
- Contribute to ongoing evaluation of program objectives
- Participate in the identification and achievement of OHS objectives
- Maintain a knowledge of social, environmental issues relating to animal welfare

Education and Experience:


- Grade 12 graduation diploma
- 1 – 2 years relevant computer experience and/or education, preferably with databases
- Excellent interpersonal and customer service skills
- 1 – 2 years experience with volunteers

Languages:

- Excellent verbal and written skills in English are required
- Bilingualism (English/French) is preferred

Essential duties and working conditions:

- The employee will be required to work evenings and weekends periodically
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

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Issued date:	March 28, 2017	Approved:	
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