



FUND DEVELOPMENT COORDINATOR

JOB SUMMARY: As the **Fund Development Coordinator**, you will provide coordination and support to the Fund Development Team as directed by the Fund Development Manager.

CLASSIFICATION: This is a full time, hourly position.

RESPONSIBILITIES

Working with the fundraising team, the successful candidate will

- Answer phone and email queries, respond to donor requests
- Data entry, record management and donation processing
- Assist with planning and promoting of OMHS programs and events
- Work with Fund Development Manager to prepare direct mail appeals, event invitations, event materials and general correspondence
- Assist with reporting requirements for the Fund Development department
- Process monthly donations when required
- Other duties as requested

QUALIFICATIONS

- Demonstrated written & oral communication/interpersonal skills
- Ability to work within a fast paced environment
- Must be organized and detail oriented
- Proficient in Microsoft office suite of products (Word, Excel, Power-point)
- Knowledge of Raiser's Edge would be a definite asset

Employment is conditional upon

- Maintaining a valid driver's license and access to an automobile
- Maintaining confidentiality of OMHS information
- Ability to work around all species of animals
- Police Background check
- Must be reliable; able to work occasional evenings and weekends as needed

Please submit a cover letter with resume to donations@omhs.ca

Commitment to Diversity and Accessibility:

OMHS is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including men, women, members of visible minorities, persons with disabilities, and Aboriginal peoples.

OMHS is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise the Executive Director in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest in joining OMHS. Given the volume of applications received, we request that you do not follow up your application with a phone call. We will contact only those candidates selected for an interview and thank you for your understanding.

POSTED ON: June 22, 2017

ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED, no telephone calls please.