



## EMPLOYMENT OPPORTUNITY

Do you pride yourself on making a difference in the lives of others? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals. We are now accepting resumes for:

### SENIOR COORDINATOR, EVENTS & THIRD PARTY (PERMANENT - FULL-TIME)

The Senior Coordinator of Events & Third Party is an integral part of the Fund Development department. Reporting to the Fund Development Manager, you will work closely with other team members responsible for achieving the tasks as set by the OMHS. Key responsibilities include but are not limited to:

- Plan, promote, execute and evaluate OMHS events
- Develop and maintain relationships with volunteer committees, sponsors, suppliers, partners and participants
- Coordinate the development and promotion of Third Party events
- Supervise, train and coordinate volunteers, contractors and summer students
- Develop, monitor and analyze event budgets, metric and goals for all activities associated with the events and Third Party programs
- Ensure all information is entered in Raisers Edge
- Collect and account for event donations and other proceeds following OMHS guidelines
- Ensure adherence to insurance and legal requirements
- Prepare written reports and deliver oral presentations as required
- Plan and coordinate new initiatives as required

#### Qualifications and Experience:

- Education: Minimum bachelor degree or diploma in Events Management/Fundraising or similar field and three (3) years development experience in planning and fundraising preferably in a non-profit environment. Equivalent combination of experience and education may be considered
- Demonstrated ability to set and exceed ambitious fundraising goals with a track record for success
- Must have strong communication, presentation and interpersonal skills
- Must be detail orientated, strong organizational skills
- Expert level of efficiency with Microsoft Office
- Valid G license with a clear Drivers Abstract and access to a vehicle
- Clear Criminal Background Check
- Must be reliable, flexible and punctual with the ability to work evenings and weekends as required

#### Skills:

- Strong communication, organizational and teamwork skills
- Excellent interpersonal and problem solving skills
- Demonstrated ability and comfortable working around animals with varying temperaments
- Demonstrated ability to work with diverse groups of people
- Demonstrated diplomacy, tact and discretion
- Flexible and adaptable approach to changing situations
- Demonstrated ability to work independently but consults with Manager as necessary

**Interested applicants please submit a cover letter with resume to;**

**Lisa Ashby, Manager, Fund Development no later than August 20, 2018.**  
**[lisaa@omhs.ca](mailto:lisaa@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.