



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:

DONOR RELATIONS COORDINATOR (MATERNITY LEAVE CONTRACT - FULL-TIME)

The Donor Relations Coordinator is an integral part of the Fund Development Team. Reporting to the Manager, Fund Development, you will be responsible for maintaining the integrity of the donor database and ensuring accurate tax receipt protocols and distribution of receipts is handled in a timely manner. Key responsibilities include but are not limited to:

- Being the first point of contact in most interactions including inbound/outbound telephone calls, emails, etc.
- Maintain the Raisers Edge database ensuring that donor records, thank you letters and tax receipts are accurate
- Provide support to other Raisers Edge users in Fund Development
- Payment tracking and reporting:
 - Daily POS reconciliation with the Finance department
 - Weekly Gift Tool, License, Canada Helps, Echo Age, Lottery and Bingo reports
 - Monthly RBC and Moneris reports
 - Summary report(s) to the Finance department as they pertain to gifts in kind and tax receipts
- Provide mailing lists and donation reports
- Work with the Manager, Fund Development to prepare direct mail appeals and general correspondence
- Maintain the online donation system and set up new appeals
- Set up, follow up and maintain positive relationships with monthly donors
- Provide administrative support to the Fund Development team as needed
- Prepare and develop key reports to track the department KPI's
- Work closely with the Fund Development department to support key initiatives as outlined by OMHS
- Work with and provide support and direction to the volunteers within the department

Qualifications and Experience:

- Education: Minimum bachelor degree or diploma in Business or similar field and three (3) years experience in the customer relations field preferably in a non-profit environment. Equivalent combination of experience and education may be considered
- Experience working with volunteers within a not for profit is preferred
- Must have strong communication and interpersonal skills
- Must be detail oriented and possess strong organizational skills
- Expert level of efficiency with Microsoft Office
- Experience with Raisers Edge an asset
- Valid G license with a clear Drivers Abstract
- 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;

fundraisingcareers@omhs.ca no later than March 19, 2019

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.