



Do you pride yourself on making a difference in the lives of others? Are you passionate about animals and animal welfare? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals.

We are looking for a highly motivated individual to join our team! Are you a visionary leader with a passion for both animals and people? We have an opportunity for a newly created role of Director of Development to work in our fast-paced, exciting, and growing organization.

This role is responsible for establishing and achieving OMHS's revenue priorities and direction as well as building development systems and tools necessary to support a proactive fund development plan. Focused on revenue growth, the Director will have demonstrated success with identification, cultivation, solicitation and stewardship of major gifts, planned gifts, foundations and corporate gift donors.

As the Society develops its plans for future growth, the Director will bring a depth of expertise in all areas of fund development and ideally have demonstrated expertise with capital campaigns. The Director must be skilled at evaluating and strengthening existing revenue streams for annual, major, and legacy giving and must have a can-do approach willing to provide hands on support to lead and support change within an evolving organization.

Other responsibilities include; supporting board volunteer committees linked to development and marketing, leading the annual planning and budgeting process within the Development team and, oversight of the fundraising database ensuring data integrity, standardized protocols and effective integration with other systems. A great attitude is a must, as is the ability to be flexible and change direction at a moment's notice.

The ability to work successfully in a team environment and build effective working relationships inside and outside the group is essential.

#### BASIC QUALIFICATIONS:

- Minimum of 8+ years' experience in fundraising within a non-profit organization
- Minimum of 8+ years' experience in a leadership role developing high performance teams
- University degree or equivalent in a non-profit environment
- Expert level of efficiency with Microsoft Office and online software applications
- Experience with budget management
- Must be reliable and flexible with the ability to work evenings and weekends as needed; overtime as required
- Clear Criminal Background Check

#### PREFERRED QUALIFICATIONS/SKILLS:

- Excellent interpersonal skills with the ability to build relationships with key internal and external stakeholders
- Strong analytical skills with the ability to interpret data and develop performance reports
- Demonstrated written & oral communication/interpersonal skills
- Demonstrated ability to work independently or within a team environment
- Demonstrated diplomacy, tact and discretion
- Flexible and adaptable approach to changing situations

- A demonstrated compassion towards people as well as animals
- Demonstrated ability to work with diverse groups of people
- Certified fundraising Executive (CFRE) designation is considered an asset
- Experience working with senior level volunteers is considered an asset
- Experience in the development, implementation and maintenance of peer to peer fundraising software is an asset
- Experience with Blackbaud Raiser's Edge is an asset

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

**[execcareers@omhs.ca](mailto:execcareers@omhs.ca) no later than February 24, 2020.**

**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.