



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:

DEVELOPMENT PROGRAM FACILITATOR (PART-TIME, 22 hours/week)

The Development Program Facilitator is an integral part of the Fund Development Team. Reporting to the Manager, Donor Relations, you will be responsible for contributing to the achievement of revenue targets and providing support to the Development team.

Key responsibilities include but are not limited to:

- Assist with planning, executing, and evaluating OMHS fundraising programs to meet financial targets
- Assist with administrative support including inbound/outbound telephone calls, emails, direct mail, and data input as required
- Assist with developing and maintaining donor relationships
- Develop communication and materials to support OMHS programs
- Support and participate in stewardship and revenue generating activities as set forth by the Development department
- Support the Manager, Community Initiatives in the growth and development of corporate donors and PAWsitve partners as required
- Other Duties as requested and/or assigned

This position provides an opportunity for someone who is a highly motivated, enthusiastic team player, who would like the opportunity to grow their skills within a fundraising environment.

The ability to work successfully in a team environment and build effective working relationships inside and outside the group is essential. Excellent attention to detail and organizational skills are critical.

BASIC QUALIFICATIONS:

- Education: High School diploma or equivalent
- Minimum one (1) year administrative experience
- Strong customer service skills
- Strong written & oral communication/interpersonal skills
- Valid non-probationary Ontario Class G driver's license and a clear Drivers Abstract

- Must be reliable and flexible with the ability to work all shifts; including nights, weekends, holidays, overtime as required
- Clear Criminal Background Check

PREFERRED QUALIFICATIONS/SKILLS:

- Experience working within a fundraising environment considered an asset
- Innovation within online and social media platforms as it pertains to engagement and revenue generation with a professional environment
- Expert level of efficiency with Microsoft Office
- Experience with Raisers Edge an asset
- Experience working with volunteers within a not for profit is preferred
- Excellent interpersonal skills with the ability to build relationships with key internal and external stakeholders
- Demonstrated ability to work within a team environment
- Demonstrated ability to work independently but consults with Manager as necessary
- 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

Interested applicants please submit a cover letter with resume to;

fundraisingcareers@omhs.ca no later than January 22, 2021

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.