



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:

Fundraising Organizer (FULL-TIME, 35 hours/week)

The Fundraising Organizer is an integral part of the Development Team. Reporting to the Manager, Donor Relations, you will be responsible for contributing to the achievement of revenue targets through implementing development programs.

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

Key responsibilities include but are not limited to:

- Organize, execute and evaluate fundraising campaigns
- Assist with developing and maintaining volunteer and donor relationships
- Assist with program management and implementation of gaming programs
- Donation tracking and reporting
- Assist with administrative tasks such as donation tracking, database support and general organization
- 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
- Must be reliable and flexible with the ability to work all shifts; weekends, holidays, overtime as required
- Clear Criminal Background Check

PREFERRED QUALIFICATIONS/SKILLS:

- Experience working within a fundraising environment considered an asset
- Efficiency with Microsoft Office especially excel
- Experience working with volunteers within a not-for-profit is considered an asset
- 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

This is a Canada Summer Jobs position. Employment will be for a period of 8 weeks. Applicants must be between the ages of 15-30 years old and be a Canadian resident to be qualified.

**Interested applicants please submit a cover letter with resume to:
fundraisingcareers@omhs.ca no later than August 6, 2021**

Commitment to Diversity and Inclusion:

The Oakville & Milton Humane Society believes that diversity and inclusion is about creating a culture that embraces the uniqueness of individuals and the communities in which we serve. We are committed to providing inclusive services where all staff, volunteers, donors, members, and customers feel respected and valued, regardless of origin, age, race, colour, sexual orientation, religion, gender, gender identity or expression, disability, social economic status or any other bias.

We strive to create a safe and judgement free environment, in which we draw on the differences in who we are, what we have experienced, and how we think. We foster a workplace, and engage communities, where differences and abilities are valued, and everyone has access to the same opportunities.

If contacted in relation to a job opportunity, please advise the HR Manager of 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.