



Do you pride yourself on making a difference in the lives of others? Are you passionate about animals and animal welfare?

We are looking for a highly motivated individual to join our team!

The Oakville & Milton Humane Society (OMHS) is a registered charity that is committed to protecting and caring for animals. We have an opportunity for a Community Initiatives Coordinator to work in our fast-paced, exciting, and growing organization.

Under the direction of the Manager, Community Initiatives, you will coordinate the planning, execution, and analysis of the OMHS signature and special event(s) and community engagement activities. Working closely with the members of the Development team you will identify and solicit financial and gift in kind sponsors and donors for all special events led by the organization.

Your collaboration with the Marketing & Communications Manager, Volunteer Coordinator, and Program Leaders will be essential to providing a best-in-class event experience at our community fundraisers, sponsors, participants, donors, volunteer, and staff.

The additional responsibilities of the role include:

Event Planning – 25%

- Coordinate the promotion, recruitment and logistics of signature and special events.
- Monitor and analyze event budgets, metrics, and goals for events.
- In collaboration with Manager and Mar/Com Manager, assist in the execution of marketing plans required for success of the signature and special events.
- Support the Manager with the coordination of volunteer committees assisting in the planning, execution, and evaluation of OMHS signature and special events.
- Assist in the development and maintenance of prospective and current corporate partner relationships.

Community Engagement – 25%

- Grow the Community Fundraising portfolio (Third Party Fundraising, Cause Marketing, Retail Campaigns, Pet Pics Campaign, and donation boxes) through the cultivation of existing community partners while attracting new partners to fundraise for the OMHS.
- Act as an Ambassador for the OMHS in the surrounding communities by delivering presentations and attending public and promotional activities.
- Provide best in class support and stewardship to all Community Fundraisers and event sponsors, participants, and donors.
- Identify opportunities for collaboration and partnership within Oakville and Milton.
- Identify and support new community-based fundraising initiatives to ensure ongoing financial support of OMHS.

Administration – 50%

- Working with Marketing & Communications, coordinate print assets and digital marketing content.
- Oversee production of marketing deliverables across events and engagement activities including incentives, banners, signage, and recruitment materials.
- Organize all activities related to the Pawsitive Partners program, including distribution of Celebration Kits, coordination of cheque presentations and stewardship of fundraisers.
- Coordinate the delivery of sponsorship recognition commitments within the broader OMHS marketing calendar.
- Assist in the preparation of stewardship and annual written reports to stakeholders.
- Ensure the integrity of all data entered in the donor database.
- Ensure all funds raised from Community Initiatives are received and processed as per OMHS and Canada Revenue guidelines.
- Ensure all Community Initiatives adhere to all insurance and legal requirements as per OMHS and regional guidelines.

Our ideal candidate an excellent communicator, comfortable speaking and presenting in front of (large) groups. A self-starter that is willing to provide hands on assistance to lead and support change. A great attitude is a must, as is the ability to be flexible and change direction at a moments notice. The ability to work successfully in a small team environment and build effective working relationships inside and outside the organization is essential.

BASIC QUALIFICATIONS:

- Education: Minimum bachelor's degree or diploma in Events Management/Fundraising or similar field and three (3) years development experience in event 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
- Experience with coordinating of events
- Experience working with basic graphic design tools (i.e. Canva)
- Expert level of efficiency with Microsoft Office Suite (including PowerPoint, Excel, and Word) and database management
- Must be flexible; ability to work all shifts, including some weekends, evenings, and overtime as required
- Valid Ontario G Driver's License with clean Driver's Abstract
- Clear Criminal Background Check

PREFERRED QUALIFICATIONS/SKILLS:

- Experience in content writing for digital platforms
- Experience with website and social media management platforms is an asset
- Working knowledge of peer-to-peer fundraising and CRM software
- Experience working with volunteers within a not-for-profit environment is preferred
- Excellent oral and written communication skills
- Strong planning, organizational, analytical, and decision-making skills
- 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:

**Manager, Community Initiatives no later than November 9, 2021.
fundraisingcareers@omhs.ca**

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.

The OMHS recognizes its duty to protect employees from health and safety risks and therefore any offer of employment is conditional upon you submitting proof that you are fully vaccinated with a Health Canada or World Health Organization COVID-19 vaccination series. Failure to satisfy this condition upon employment will result in the offer of employment being rescinded.

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.