



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 have an opportunity for a **Fundraising Organizer** to join our team and work in a fast paced, exciting, and growing organization. *This is a Canada Summer Jobs position for a period of 8 weeks, 35 hours per week.*

The Fundraising Organizer will work with the Manager, Donor Relations and be responsible to contributing to the achievement of target revenues through implementing development programs. 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 launching and managing gaming programs
- Payment tracking and reporting
- Assist with the donor database

#### BASIC QUALIFICATIONS:

- Education: High School diploma or equivalent
- Proficient in Microsoft Office
- Experience working in a fast-paced environment
- Clear Criminal Background Check
- Valid non-probationary Ontario Class G driver's licence and a clear Drivers Abstract
- Must be reliable and flexible with the ability to work weekends

#### PREFERRED QUALIFICATIONS/SKILLS:

- Working towards obtaining a college or university diploma/degree in a related field (i.e., Fundraising Management) 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

***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](mailto:fundraisingcareers@omhs.ca) no later than May 20, 2022.**

**Commitment to Diversity and Accessibility:**

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.