

Calgary Humane Society is a dynamic, non-profit organization whose vision is to use innovative strategies to lead, inspire, and educate in the humane treatment of companion animals, fostering an enlightened community which consistently demonstrates respect and compassion for animals.

Our mission statement is to help as many animals as we can.

As an organization, CHS values compassion, teamwork, respect, integrity, innovation, and commitment.

## Position Title:

## DONOR GIVING ADVISOR (DATABASE & ANNUAL GIVING)

**Full Time 37.5 hours per week. This is Monday to Friday but will require some evening and weekends for events and Society fundraising activities.**

### Position Description:

Reporting to the Senior Manager of Fund Development, the Donor Giving Advisor is responsible for building and growing an effective annual giving program, managing the Raiser's Edge database, and sharing responsibility for stewarding donors of CHS. The Advisor will be responsible for multiple direct mail projects, database functionality and manipulation, statistical reporting and analysis, mailing list management, relationship management, and will supervise the Donor Giving Administrator position.

### Duties:

#### Database & Gift Processing Management:

- Responsible for the development and enhancement of Raiser's Edge functionality and processes
- Management of all policies and procedures related to CHS gift processing and gift acceptance
- Maintenance of donor records, coding, tracking and reporting within Raiser's Edge
- Development and maintenance of all standard operating procedures (SOP's) related to the database
- Work closely with CHS designated IT personnel to keep database and all related technologies updated and operating efficiently
- Training and mentorship of all database users to ensure protocols are adhered to and integrity of database is maintained
- Assist in the development and maintenance of all donor and stakeholder acknowledgement materials related to appropriate donor stewardship and the tax receipting process
- Management of data lists for Fund Development initiatives such as; direct mail, newsletter, events, capital campaign, etc.
- Act as point person for generating required Fund Development queries and reports
- Support Fund Development team with revenue generating activities at events (i.e. ticket sales, raffles, auctions, etc.)

#### Lead Annual Giving Programs:

- Development, execution and growth of CHS Annual Giving Programs including; multiple direct mail campaigns, PAWS monthly donor program and bi-annual newsletter
- Development of annual strategic plans for annual giving programs including defining goals, objectives, resources, timelines, and budgets
- Identification of giving patterns, trends, or innovative ideas to develop and enhance the annual giving campaigns
- Development and implementation of best in practice stewardship activities for all levels of annual supporters

### Position Requirements:

- Post-secondary degree or diploma in a related field or equivalent direct industry experience
- Minimum of 5 years experience in managing Blackbaud products including; Raisers Edge, Luminate, Omatic and Merchant Services
- Minimum of 5 years of experience in managing Annual Giving programs including; direct response and monthly donors
- Ability to develop, and steward relationships with donors
- Demonstrated organizational skills and project management abilities
- Professional interpersonal skills and proven ability to work within a team environment
- Excellent verbal and written communication skills
- Self-motivated with a built-in passion for achieving goals and objectives
- Experience with Microsoft Office suite of programs
- Ability to manage stressful situations professionally and effectively
- Flexibility to work outside of regular business hours, including attending weekend and evening events
- Genuine interest in the welfare of animals and values congruent with the organization
- Valid Class 5 Drivers license with a clean driver abstract will be required
- Successful candidate will be required to provide a criminal record check at their own expense, to be arranged by CHS

**Physical Requirements:**

- Capable of lifting and carrying a maximum of 40lbs/18kgs (infrequent)
- Frequent walking, standing and sitting
- Physically capable of handling and working with a variety of species, including but not limited to dogs, cats, rabbits, rodents, birds, and reptiles (infrequent and training is provided).

**CLOSING DATE: JUNE 24<sup>TH</sup>, OR UNTIL A SUITABLE CANDIDATE IS FOUND.**

Please apply in confidence referencing the position you are applying for, including salary expectations to [careers@calgaryhumane.ca](mailto:careers@calgaryhumane.ca)

**We thank all applicants for their interest in working at Calgary Humane Society however only those selected for an interview will be contacted.  
No phone calls please.**