

The British Columbia Society for the Prevention of Cruelty to Animals (BC SPCA)

## Senior Officer, Community Giving - Victoria

The BC SPCA is looking to fill the following career opportunity:

**Title:** Senior Officer, Community Giving - Victoria

**Status:** Full-time, time-durated (contract through June 9, 2023)

**Reporting to:** Director, Community Giving & Events

**Closing date:** January 7, 2022

As Senior Officer, Community Giving - Victoria at the BC SPCA, you'll be joining one of the most innovative and successful fundraising teams in Canada. The BC SPCA is funded by compassionate animal lovers who help us assist nearly 98,000 abused, abandoned, injured and neglected animals every year. Your work will help make all of this possible. As a Senior Officer, Community Giving – Victoria, you will focus on supporting the BC SPCA Victoria location and our Wild Animal Rehabilitation Centre (Wild ARC) by maintaining a healthy fundraising program and growing the BC SPCA's connections and profile in the community.

### What's it like working at the BC SPCA?

#### Our Team:

The fundraising team prides itself on having created a fun, supportive and positive work culture. We are results-driven and committed to excellence through professionalism, compassion, collaboration and innovation.

#### What we do:

We're passionate about helping animals live safe, healthy and loved lives, and about helping their humans too. We're the only animal welfare organization in B.C. that has the authority to enforce laws relating to animal cruelty. And, we're one of North America's most progressive animal welfare organizations with evidence-based standards of care. We're knowledge leaders.

### The role of Senior Officer, Community Giving - Victoria

- You'll be part of the Community Giving (CG) team led by the Director, Community Giving & Events from Provincial Office. This is one of three roles on the team working relatively independently in their communities (along with Kamloops and Kelowna).
- You'll be responsible for developing, implementing and executing successful fundraising plans for the BC SPCA Victoria location and Wild ARC. This will include leading on local and provincially-led initiatives in collaboration with the Senior Manager, BC SPCA

Victoria, the Manager of Wild ARC, staff and volunteers (including fundraising committees).

- You will build strong relationships with supporters, volunteer committees, community businesses and volunteer groups and other stakeholders. You'll ensure high visibility and brand recognition for both locations.
- You will solicit and steward a portfolio of donors and cultivate prospects.
- You will lead on fundraising and strategy for our Offleashed Victoria gala in the fall (our Senior Officer, Events, will lead on logistics), maximizing opportunities to build relationships and grow revenue.
- You are expected to utilize appropriate measures and metrics to evaluate the success of your program areas and provide regular reporting as required.
- You are supported and encouraged to develop and maintain relationships with industry peers and maintain a commitment to continued education, learning and innovation.

### While every day is different, a day in this role might include:

- Preparing for a meeting with a potential new major donor.
- Meeting with branch staff to figure out how to support upcoming community and third-party events you've identified as important.
- Creating the online auction site for the spring Wild ARC auction.
- Developing a sponsorship deck and assigning sponsorship asks for the Offleashed gala.
- Polishing up the design of an Impact Report to email out to donors.
- Creating a list of donors to receive thank you calls from the Victoria and Wild ARC managers and drafting talking points for the calls.

### What type of person are you?

- Motivated and innovative problem-solver
- Empathetic and relationship-centric (with donors, colleagues, animals, etc.)
- Adaptable and open to change, but confident in your knowledge. Someone who uses good judgment and mature thinking when decision making.
- Warm, patient, and collaborative.
- In philosophical harmony with the mission, vision, and guiding principles of the BC SPCA.

### What skills have you developed?

- University degree in relevant discipline plus 5-8 years' experience (or an equivalent combination acceptable to the employer).
- You have in-depth knowledge and a thorough understanding of fundraising strategy, best practices, trends and opportunities.
- You're a proven leader with the ability to inspire and coach people to achieve great things. You are comfortable presenting to small and large groups.

- You are organized, detail-oriented, able to juggle multiple priorities, and can work in a fast-paced work environment with minimal supervision. You must be able to work some evenings and weekends as required.
- You are a clear and persuasive communicator, both written and oral, and can work effectively with internal and external stakeholders at all levels.
- You know when something is your responsibility and when you have to escalate something. If you don't know, you'll ask for help.
- When you see a problem or an opportunity to make something better you bring forward solutions.
- You're great at information gathering: determining what you'll need, sourcing it, analyzing, distilling and reporting back.
- You are comfortable using data: establishing data points, accurate record keeping, collecting data, using data to support initiatives, and to demonstrate success, need or areas of concern.
- You are proficient with Microsoft Office Suite and have a good sense of the tricks and processes for mail merge, formulas, styles templates, etc. You have experience with at least one CRM and are open to learning others (we use Raisers Edge and Luminare Online).
- You have a valid unrestricted BC Class 5 drivers license.

The BC SPCA compensation structure is based on external benchmarks and regularly reviewed. Starting placement on the range for this position will be commensurate with the successful candidate's experience.

### How to apply

If you are up for the challenge, looking for an opportunity to be involved in a great cause and legally entitled to work in Canada we would love to hear from you. Submit your resume and cover letter together as one document. Help us make a difference. Click on the link to apply: <https://spca.bc.ca/about-us/careers/>

*We welcome diversity, value differences, and foster inclusion in our employment practices. We invite applications from all qualified individuals who are philosophically aligned with our mission and guiding principles.*

We thank you for your interest in the BC SPCA, however; only candidates selected for an interview will be contacted. No telephone calls please.