



Job Title: Fund Development Coordinator
Employer: London Humane Society
Location: 624 Clarke Rd., London, Ontario
Terms of Employment: Full time – 75 hours biweekly
Anticipated Start Date: As soon as possible

The London Humane Society (LHS) is a non-profit charitable organization that improves the lives of animals in our community by providing temporary shelter and appropriate new families for unwanted, abandoned, abused or neglected animals. We are currently hiring a Fund Development Coordinator to help us achieve our assertive fundraising targets.

Reporting to the Executive Director, the Fund Development Coordinator is responsible for achieving or exceeding established fundraising goals. The ideal candidate must have relevant education and at least 2 years' experience in fundraising with a diversified portfolio. This is a busy role for an experienced fundraiser with a passion for contributing to the goals of an established community-based charitable organization.

RESPONSIBILITIES

- Develop and maintain relationships with LHS donors, customers, prospects and vendors
- Work with the Executive Director to Develop, implement and evaluate LHS fundraising plans
- Develop written and others materials to support LHS fundraising campaigns
- Prepare and deliver written and verbal presentations
- Be aware of and make use of community resources
- Provide advice and assistance to the Executive Director, LHS board and committees
- Represent LHS in a professional manner
- Be thoroughly familiar and ensure compliance with pertinent legislation, regulations, guidelines and LHS policies
- Complete all reports, and records accurately and in a timely manner
- Network with other professionals on behalf of LHS
- Attend staff meetings and other meetings as required
- Train and supervise students, volunteers and work placements as required
- Participate in the identification and achievement of LHS objectives
- Gain and maintain a comprehensive knowledge of social and environmental issues related to animal welfare and development
- Participate in public relations and promotional activities

QUALIFICATIONS

- A degree or diploma in a related field or commensurate experience in fundraising
- 2-4 years of demonstrated excellent performance in fundraising
- Proven project management experience
- Excellent verbal and written skills in English are required
- Will be required to work evenings and weekends as needed
- Self starter who takes initiative and is able to work independently with minimal supervision
- Ability to multi-task, prioritize and adapt to change using strong organizational and time management skills
- Ability to maintain confidentiality
- Employment is conditional upon maintaining a valid driver's license and access to an automobile
- Employment is conditional upon the ability to work around all species of animals safely

If you are interested in this opportunity and have the above qualifications, please forward your resume and cover letter via email to:

Sheila Harrison
Director of Operations
SHarrison@LondonHumane.ca

This opportunity will be posted until a qualified candidate is identified. Applications will be reviewed on an ongoing basis until the position is filled.

Website: www.londonhumanesociety.ca

London Humane Society (LHS) is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including men, women, members of visible minorities, persons with disabilities, and Aboriginal peoples.

LHS is also committed to developing inclusive, barrier-free selection processes, and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measure which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addresses confidentially.

We thank all applicants for their interest. Given the volume of applications received, we will respond only to those candidates who are selected for interviews.

No drop-ins or phone calls please.