



# Georgian Triangle Humane Society Job Description

**Position:** Donor Relations Specialist – Major Gifts

**Reports To:** Senior Manager of Philanthropy

**Date Reviewed:** June 30, 2023

**Position Summary:** Reporting to the Senior Manager of Philanthropy, the **Donor Relations Specialist** will work to implement strategies for our Major Gifts Program, enhancing the donor experience with the GTHS and increasing fundraising revenue. This role will actively manage a portfolio of prospective major gift donors, collaborating with staff and volunteers to create cultivation, solicitation, and stewardship strategies that reach campaign targets and make a lasting impact on the wellbeing of pets and people.

**Position Schedule:** Permanent, full-time (40 Hours weekly), hybrid work environment requiring the ability to work from home as well as on-site at the GTHS Animal Centre and regular in-person meetings in the community. Occasional weekend and after-hours work will be required.

#### **Position Perks:**

- Hybrid work-from-home environment as well as opportunities for regular in-person connections both on-site and in our community.
- Professional development/training opportunities.
- Regular interactions with adorable animals and a meaningful impact in daily work.
- Employee benefits package including medical, dental, veterinary, and retail.

#### **ROLES AND RESPONSIBILITIES**

- Build and manage prospect lists using identification and research strategies.
- Establish solicitation priorities, develop, and execute targeted cultivation plans/solicitation strategies for a range of prospects (including individuals, corporations, foundations, and government)
- Identify, write, and manage grant proposals.
- Work collaboratively with the Executive Director, Senior Manager of Philanthropy, and development team to cultivate identified prospects and coordinate capital and annual campaign solicitation.
- Together with other relevant team members, ensure that all data and communications related to prospects, donors and donor recognition is recorded, up to date and accurate.
- Ensure timely acknowledgement of all campaign gifts and pledges and preparation of pledge payment reminders and agreements.
- Maintain and execute Donor Recognition and Stewardship programs ensuring donors are thanked appropriately, and often.
- Design and coordinate communications campaigns for donor development and fundraising programs.
- Lead the public phase of the Capital Campaign to build the new Regional Centre for Pets and People including the “Equipment Campaign” and “Tile Campaign.”
- Help to maintain strong donor relations and improve donor retention by supporting donor stewardship, special events, communications plans, and other duties as assigned.



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## QUALIFICATIONS

- Bachelor's degree and 3-5 years of development experience, preferably with a large capital campaign, including management and oversight. CFRE designation would be ideal.
- Proven success at securing major gift support and multi-year commitments.
- Knowledge of and experience in the principles of effective donor cultivation, direct mail, digital campaigns, or social media with demonstrated ability to engage, cultivate and steward strong relationships.
- Ability to inspire a diverse array of stakeholders including donors, staff, and participants to act and give through strong communication and team building skills.
- Expertise managing donor software. Sumac experience would be an asset.
- High level of computer literacy with a solid knowledge of Microsoft office products including MS Word, Excel (create and manipulate spreadsheets including formulas and formatting) and PowerPoint in a highly proficient manner. Experience using Canva is an asset.
- Highly organized, self-motivated, detail-oriented, creative, strategic, professional, and able to manage multiple projects under tight deadlines.
- Excellent communications skills including writing, analysis, and research are essential.
- Exceptional interpersonal skills and an ability to work collaboratively with all levels of staff, volunteers, board members, donors, and prospective donors.
- Self-motivated, high energy, results oriented with the drive to exceed expectations.
- Advanced time management skills with a high attention to detail.
- Work collaboratively in a hybrid work environment.
- Sensitivity to confidential information and commitment highest level of integrity when exercising discretionary judgment.
- Genuine interest in the welfare of animals and congruent values with the organization including a commitment to lifelong learning.
- Ability to work weekends and evenings, as required, as well as attend events.