



Georgian Triangle Humane Society

Job Description & Job Posting

Position: Donor Relations Specialist – Major Gifts

Reports To: Senior Manager of Philanthropy

Date Reviewed: January 22, 2024

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), on-site at the GTHS Animal Centre, and regular frequent in-person meetings in the community. Occasional weekend and after-hours work will be required.

The Georgian Triangle Humane Society (GTHS) envisions a community that is compassionate and caring towards pets and each other. At the GTHS, we are passionate about solving the impossible until it becomes possible. We support lifelong learning in our team's continued pursuit of information to empower them in their current role. Our values direct our organization in all that we do, from the programs and services we create, to our policies and procedures, our team, and to how we ultimately care for our pets and community. Our values include:

- Compassion for Pets and People
- Well-Being
- Perseverance
- Inclusivity
- Lifelong Learning

Roles and Responsibilities:

Major Gift Relationships (50%):

- 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)
- Work collaboratively with the Executive Director, Senior Manager of Philanthropy, and development team to cultivate identified prospects and coordinate capital and annual campaign solicitation.
- Help to maintain strong donor relations and improve donor retention by supporting donor stewardship, special events, communications plans, and other duties as assigned.
- Maintain and execute Donor Recognition and Stewardship programs ensuring donors are thanked appropriately, and often.



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Grant Management (15%):

- Identify, write, and manage grant proposals.

Campaign Support & Administration (35%):

- Collaborate to develop campaign materials for the public phase of the Capital Campaign to build the new Regional Centre for Pets and People including the “Equipment Campaign”.
- Design and coordinate communications campaigns for donor development and fundraising programs.
- Ensure timely acknowledgement of all campaign gifts and pledges and preparation of pledge payment reminders and agreements.
- Help to maintain strong donor relations and improve donor retention by supporting donor stewardship, special events, communications plans, and other duties as assigned.
- 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.

Qualifications:

- **Education or Experience/Designation:**
 - 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.
- **Fundraising/Philanthropy Experience:**
 - 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.
- **Technology Qualifications:**
 - Expertise using 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.
- **Interpersonal Skills & Work Style:**
 - 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.



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- Sensitivity to confidential information and commitment highest level of integrity when exercising discretionary judgment.
- Value Alignment:
 - Genuine interest in the welfare of animals and congruent values with the organization including a commitment to lifelong learning.
- Schedule:
 - Ability to work weekends and evenings, as required, as well as attend events.

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, and retail.

If this position sounds like the right fit for you, please submit your resume and cover letter to humanresources@gths.ca. This position will remain open until filled; interviews will be scheduled as candidates are selected. This job posting is also available on our website.

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. The GTHS will endeavor to make accommodations based on individual accommodation needs, please notify humanresources@gths.ca for assistance with accommodations.