



Safe Shelter. Happy Home.

Incorporated in 1968, the Saskatoon SPCA provides essential animal welfare and animal protection services to its community. Our vision is of a community where all lives are respected and treated with compassion and our mission is to improve the lives of companion animals in the City of Saskatoon.

We are seeking a dynamic Fund Development Officer focused on planning, implementing, and evaluating all the society's fundraising activities.

The Fund Development Officer's essential role is fostering outstanding relationships with our donors and sponsors, maximizing our fundraising revenues, and supervising and developing our Community Engagement team (Coordinators of Communications, Volunteers, and Fundraising) to achieve strategic and budgetary goals. As the ideal candidate, you bring demonstrated success as a supervisor, a wealth of experience in fundraising, a proven track record of meeting fundraising goals, strong community ties, exceptional communications skills, creativity, an eye for detail, strong time & project management skills, and a passion for animals and their welfare. Experience working with a donor management data base and experience in a Unionized environment are distinct assets.

The Fund Development Officer position is non-unionized. The society offers a competitive salary and benefits package, scope for professional growth and learning, engagement with a compelling mission, a warm and caring workplace, lots of fun, and plenty of furry friends.

Core competencies:

- A minimum of three (3) years relevant experience in front-line fundraising role
- A minimum of five (5) years supervisory / management experience
- Strong administrative and organizations skills
- Excellent interpersonal skills and ability to deal with a wide variety of individual and group personalities
- Ability to learn quickly and work with minimal supervision
- Community awareness and engagement, particularly concerning the charitable sector
- Demonstrated ability to assume leadership, take initiative, delegate, and follow projects through to completion and meet deadlines
- Proven track record of cultivating and securing major gifts
- Experience with direct mail, lotteries, and donation processing is a definite asset

- Strong technical skills, including with use and management of donor or CRM databases; use of spreadsheet, word processors, and electronic mail
- Ability to prioritize and handle multiple initiatives simultaneously, and exercise good judgment and initiative
- A keen interest in supporting the organization's fundraising objectives
- Class 5 Driver's License and reliable transportation
- Criminal record check required
- Experience in a Unionized environment considered an asset

Leadership

- Teach, coach and mentor our Community Engagement Team (Volunteer, Fundraising and Communications)
- Develop and implement annual Fundraising Plans,
- Develop and monitor results on annual work plans and performance reviews for the Community Engagement Team
- Work closely with the Management team to ensure consistent application of all procedures and processes at the shelter
- Must be flexible and adaptable in a fast-paced environment and the ability to work with successfully with multiple departments to achieve desired results

Donor Relationships

- Develop strong and continued donor relationships on behalf of the organization
- Work with the Community Engagement Team to plan and executive fund development events and activities
- Assist with the creation of marketing and fundraising materials
- Develop and refine strategies for achieving the Shelter's fundraising and community engagement targets
- Works with appropriate parties to resolve any donation-related issues

Communication

- Write proposals and pitch them to potential donors
- Support the communication team in developing strategies that represent the mission, strategy, and values of the organization
- Working closely with the Executive Director, leads development and implementation of all fundraising, marketing, and community engagement components of the organization
- Liaise with media and work with the community engagement team to continue to raise the Saskatoon SPCA's profile in the community
- Ensure that events, donor, and fundraising sections of the website are up to date
- Work with community engagement team in using social media to increase society profile and gain donor support

Reporting

- Reporting to the Executive Director

- Leads development of the Fundraising/Community Engagement budget and actively participates in developing the organization's budget
- Provide regular reports to Executive Director on fundraising and community engagement results and on improvement opportunities
- In coordination with the Fundraising Coordinator, maintains, and improves the donor database
- Coordinates fundraising, volunteer, and community engagement statistics, reports, and evaluation processes
- Assists development of policies and guidelines related to donors, fund development, community engagement, and volunteers
- Tracks mailing and emailing and liaises with donors regarding any pertinent issues

At times, extended workdays, evening and/or weekend hours are required in this position.

Only candidates selected for interview will be notified.

APPLY by sending your resume (with references) and letter of application to:
executivedirector@saskatoonspca.com

DEADLINE: _____ with a proposed start date _____ or earlier.