

**Humane Canada™ is seeking an experienced and dynamic fund development professional to join our team as the Manager, Leadership Giving.**

<b>Position Title:</b>	<b>Manager, Leadership Giving</b>
<b>Reports to:</b>	<b>Director, Donor Relations and National Engagement</b>
<b>Location:</b>	<b>Canada (fully remote position), online</b>
<b>Salary Range:</b>	<b>\$68,140 - \$72,490</b>
<b>Benefits:</b>	<b>Group Health Benefits, 5% Self Directed RSP</b>
<b>Position Type:</b>	<b>Full-time (37.5), permanent position, to start immediately</b>

Reporting to the Director of Donor Relations and National Engagement, the Manager of Leadership Giving is the primary lead in the development of major gifts, planned giving stewardship and the management of grant acquisition to support Humane Canada's mission and growth. Working closely with colleagues across all departments, the Manager of Leadership Giving will be attuned to Humane Canada programs to ensure a full understanding of project scope and funding requirements.

### **Roles and Responsibilities**

#### **Overall**

- Manage the growth and expansion of Humane Canada's Major Gift, Grant and Planned Giving programs hereby known as leadership giving.
- Manage and successfully execute annual planning for all leadership giving programs.
- Integrate and manage the leadership giving opportunities with marketing activities to support annual revenue generation for Humane Canada.
- Ensure leadership giving programs have clear strategies for prospect identification, cultivation, solicitation and stewardship.
- Prepare, monitor and report on revenue budgets and program expenses.

#### **Leadership Giving**

- Cultivates and stewards relationships with individual major donors, high level corporate partners, foundations, and member societies for the purpose of acquiring donations, sponsorships, strategic and legacy giving.
- Leads all aspects of the development and submission of grant proposals; Initiate and develop new partnerships.
- Optimizes fund raising efforts to maximize earning performance in relation to resources required, brand compatibility, sustainability of the organization and value to the larger community.
- Develops metrics to analyze fundraising performance and program growth and manages donor information in supporting database software.

- Reports on fundraising programs, activities and revenues to the Director of Donor Relations and National Engagement.
- Identifies, designs and implements new leadership giving initiatives to respond to trends and emerging needs in philanthropic giving.
- Develop and strengthen lasting and meaningful relationships between leadership giving prospects and Humane Canada, with the goal of a successful solicitation and fulfilling stewardship outcomes.
- Prepare documentation and correspondence to support leadership giving initiatives (e.g. briefing documents, cover letters, follow-up correspondence, and other communications materials).

### Organization

- Contribute to the overall management of Humane Canada, as a member of the Management team, by engaging in strategic planning and analysis, policy development, organizational reviews, budget preparation and control and operational decision-making.
- Keep Director of Donor Relations and National Engagement informed on new developments in the field of leadership giving through regular reports.
- Work cooperatively with all members of the Management Team and the Board of Directors to ensure policy directions and key messages associated with same are integrated and presented effectively to funders and the general public.
- Represent Humane Canada to funding bodies, other organizations, the community at large and the media as required.

### Other Duties

- Other duties as assigned.

### Accountabilities

- Reports to the Director, Donor Relations, and National Engagement.
- Directly responsible for securing established fundraising goal with a growth focus.
- Secure annual revenue from a combination of foundations, major and leadership donors, legacy giving, and corporate sponsors.
- Execute a Major Gifts plan including goal setting, budgeting, case for support measurement, reporting and evaluation.
- Maximize growth opportunities - Lead in the development of strategies for prospect research and solicitation; Lead all aspects of the development and submission of grant proposals; Initiate and develop new partnerships.
- Execute a Legacy/Planned Giving plan including goal setting, budgeting, case for support measurement, reporting and evaluation.
- Execute a Grant acquisition & management plan including goal setting, budgeting, case for support measurement, reporting and evaluation.
- Ensure activities are integrated into the fundraising plan to continually increase the donor base and visibility of the organization.
- Establish, monitor and report on fundraising financial and/or performance goals through monthly and annual reporting.
- Maintain Raiser's Edge with up-to-date prospect strategies, meeting notes and action plans to maximize donor and resource development.

## **Skills, Knowledge and Experience**

- Degree / Equivalent or relevant post-secondary education or professional designation. CFRE designation considered an asset.
- 8+ years of fund development leadership experience with a focus on grant writing, legacy giving and major gift stewardship preferred.
- Proven track record of revenue generation.
- A demonstrated understanding of the fund development process and moves management, as it relates to Donors, Foundations and Corporations.
- Knowledge and expertise in all aspects of legislation affecting philanthropy, including Revenue Canada guidelines.
- Comprehensive knowledge and experience of individual giving, giving circles, government and foundation grant applications and reporting, soliciting major gifts, planned giving practices, conference sponsorship and corporate relationships.
- Extensive experience with digital fundraising tools and techniques.
- Demonstrated success in grant acquisition, writing and management.
- Strong writing skills with attention to detail, creativity, and the ability to align program goals with clear persuasive messaging.
- Advanced understanding and use of data to direct fund development programs.
- Translates strategic goals and objectives into fundraising messaging and materials including engaging potential major donors, executives and influencers in conversations about building a humane Canada and strategic priorities.
- Experience managing a revenue budget within a frugal organizational culture.
- Strong strategic and operational skills, with the ability to work in a highly collaborative, consultative environment with other staff and volunteers to achieve success.
- Resourceful and organized; able to manage competing priorities, complex situations and deadlines while establishing and executing long-term plans, leveraging immediate opportunities and managing short-term objectives.
- Self-starter, team player and relationship possessing a positive, forward thinking entrepreneurial approach to all areas of work.
- Advanced Skills with the full Microsoft® Office suite and Raiser's Edge with working experience with publishing, design, communications and event technology platforms/applications.
- Experience with relationship management software/applications, and ability to transfer knowledge to multiple platforms. Experience with following applications would be considered an asset: Raiser's Edge, Canva, Global Giving, Omatic and Canada Helps.
- Bilingualism an asset.
- Personally committed to advancing animal welfare and creating a humane Canada.

## **Working Conditions**

- Role is fully remote and successful candidate would be required to perform responsibilities reliably and effectively through technology.
- Will require use of personal technology (phone, computer, printer etc.)
- Working hours are flexible but availability will be generally required between 9 am and 5 pm EST (Eastern Time Zone).
- May be required to work some evenings and weekends.
- Availability to travel for role within Canada as required.
- Must work to some strident deadlines and manage and respond to competing priorities.

## **More about Humane Canada™**

Founded in 1957, Humane Canada™ represents SPCAs and Humane Societies from coast to coast as well as an increasing number of municipalities, animal welfare groups and rescue organizations that make up the sector. We have a simple vision – **a humane Canada**. This vision was so important to us that in 2018 we publicly changed our name to Humane Canada. To achieve that vision we drive positive, progressive change to end animal cruelty, improve animal protection and promote the humane treatment of all animals.

As the convener of the largest animal welfare community in Canada, we advance the welfare of animals, with a strong national voice promoting the interests and concerns of animal welfare to government, policy makers, industry, and the public. We believe that each animal possesses intrinsic value, remarkable complexity, and inherent dignity, and as such is deserving of respect and moral concern. We elevate animal welfare through our values of collaboration and evidence-based thought leadership while building integrated, strategic professional teams that utilize systems thinking to create an effective and lasting change.

Interested candidates should apply via email by sending a cover letter describing their qualifications that match the position criteria and what they will bring to the role, along with a resume **to: [tara@humanecanada.ca](mailto:tara@humanecanada.ca) by 5:00 p.m. EST, March 25th, 2022.**

**Humane Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all candidates for their interest, however, only those selected for an interview will be contacted.**