



Fundraising Manager, Corporate Giving

The Etobicoke Humane Society requires a Volunteer Manager, Corporate Giving

The Manager, Corporate Giving is responsible for planning and implementing activities to maximize opportunities for businesses, corporations, and foundations to contribute to the EHS Mission.

The time commitment for this volunteer position is 5 hours per week, however, presence on site at the shelter will be required from time to time.

Primary Duties and Responsibilities

- Identify, cultivate, and solicit corporations, corporate foundations, and private foundations.
- Develop and implement stewardship strategies that strengthen long-term relationships with corporate and foundation donors and prospects.
- Develop acknowledgment and recognition procedures for corporate and foundation donors.
- Develop best practices for stewardship planning & operation.
- As needed, plan, manage and execute meetings and events that advance donor involvement, cultivation and stewardship for major gifts.
- Work with executives, fundraising team, marketing team to ensure consistency among various stewardship materials.

Personal/ Professional Characteristics

- Excellent organizational skills, detail oriented
- Excellent written and verbal communication skills
- Collegial, collaborative style
- Self-starter, with an ability to navigate ambiguous situations
- Knowledge of principles and techniques relevant to digital and print marketing
- Good decision-making skills, tactful, good listener, willingness to search out answers, ability to recognize when others need to be involved in activities or decisions
- Creativity, curiosity, sense of humour, high energy level, and an enthusiasm for meeting and working with a wide range of individuals

Qualifications

- College diploma/ University degree.
- Minimum of 2 years experience in fundraising or an equivalent client-focused environment.
- Prior experience with donor databases and prospect tracking systems.
- Prior experience with cultivation and recognition events.
- Prior experience working in a staff capacity for volunteers and executives.
- Prior people leadership experience.

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